

## **VACATE PROCEDURES**

When you vacate your apartment, it is your responsibility to leave the premises clean of all trash and personal belongings, and to comply with the following requests:

1. Remove all food and clean the refrigerator. Leave it plugged in and turned on to the number "1" position. Clean the stove, including the oven. Clean the bathroom. Leave the apartment in a clean condition.
2. Close and lock all windows.
3. Make arrangements with the Maintenance Department at the Office of Real Estate to return the apartment and mailbox keys.
4. Remember to contact all utility companies to cancel service to the apartment.

Your security deposit is being held in accordance with the laws of the Commonwealth of Massachusetts. If you leave in good standing (that is, if you have no outstanding unpaid rental balance, and there are no damages to your apartment other than normal wear and tear), your security deposit will be refunded to you within thirty (30) days after you vacate, if applicable. If you would like to have your security deposit mailed to you, please leave a forwarding address with the Office of Real Estate.

Please note that when you submit a vacate notice to the Boston University Office of Real Estate, apartment will be placed on a list of available apartments to show to prospective lessees. We will provide notice to you prior to showing the apartment. However, we can make no guarantees regarding the length of notice.

If you have any questions regarding your rent balance, or any other matters, please feel free to contact the Office of Real Estate at 353-4101.

## **FIRE ALARMS**

Below are the Boston University regulations for fire alarms. In order to ensure your safety during a fire alarm and to allow the Fire Department to perform its' job efficiently, we ask you to abide by the following:

1. Evacuate the building immediately in a safe and orderly manner by the emergency exits located on each floor. Failure to vacate the building when the fire alarm sounds is a violation of paragraph 16 of your Lease Agreement with Boston University, which requires lessees to abide by the rules and regulations established by the University to protect the safety of the occupants. Lessees who violate this provision of their Lease Agreement may be subject to summary process action.
2. Do not use the elevator, if the building has one.
3. Once you are safely outside the building, contact Facilities Management at 617-353-2105 or the Boston University Police at 617-353-2121.
4. Remain outside of the building until the Fire Department issues permission to re-enter the building.
5. In the event the fire alarm in your apartment is triggered inadvertently (i.e., you burn toast), please do not open the apartment door to allow the smoke into the hall. Instead open the kitchen and living room windows to direct the smoke outside. If the smoke is allowed into the hall, the entire building's fire alarm system will be activated.
6. In order to minimize the risk of unnecessary evacuation of the building, we ask that you report any information you have regarding the person who is responsible for causing a false alarm to this office.

Your cooperation in observing these safety requirements is important and will be appreciated.