

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. Leave all apartment keys received upon move-in on the kitchen counter, along with a completed Key Return Form. Send an email to rental@bu.edu to notify that you have vacated the apartment.
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.