

Graduate Tower at Site 4 - Departing Resident Checklist

Failure to vacate by your official move-out date, as indicated in the termination email sent to your MIT email, will result in a \$595 Late Check-Out Fee.

The following information is intended to reduce misunderstanding and inconvenience.

Parking for Movers

If you plan to use a moving company, please understand that Site 4 only has access to

1. loading dock for moves, so space is very limited.

Please inform your movers of the following:

1. Park in the loading dock, if available
2. Park in the Hayward St. pay garage & use the elevator near the front entrance
3. Find a spot in Main St. or Hayward St. and walk to the front entrance

*The movers should contact you, the resident, directly when they have arrived at Site 4.

Rent

*Rent-responsibility (including house-tax) will cease **at the end of the month** in which the termination date falls.*

Please be aware, there will be a termination fee equivalent to one month's rent if your departure date is in one of the following months: September, October, February, or March. There is no termination fee if your departure date is in any other month.

Students: Your final rent will appear in your student account (Websis/MITPAY). Please make sure to check your account one month after moving-out or graduating to make sure there are no charges that may have appeared after leaving.

***Degree List Residents: Rent-responsibility (including house-tax) will cease at the end of the month in which the termination date falls.** Your billing will be switched from your MITPAY account to our auxiliary Stripe autopay system. In order to finalize your after-term housing stay, a valid credit card or debit card is required to be on file in the Stripe autopay system. Your after-term housing charges will be automatically



debited from your credit or debit card at the beginning of each month. Please enter your Housing Portal to add your payment method or update your credit or debit card information. After logging into the Housing Portal, click on "Forms" and then "Add or Update Payment Method" under the Financial Forms section to enter your preferred credit or debit card information. Please note that you will be routed to our secure, encrypted, and PCI-compliant Stripe payment platform to enter this information. In June, your housing balance will be charged to your credit or debit card on file. You will also continue to be billed in this manner for any additional months that you have been approved to remain in housing. You will receive an emailed invoice and receipt for all charges applied to your credit or debit card.

Visitors: Your final rent will appear on your account in the [Housing Portal](#) under "Forms". Please click on the link *Make a Payment* to review your final statement and complete any final payments. Please make sure to check your account one month after moving-out or graduating to make sure there are no charges that may have appeared after leaving.

Keys

All keys are to be returned to the Site 4 front desk upon your departure, no later than 11:59pm on the date you are scheduled to move-out (indicated in your termination email). If the front desk is closed, envelopes will be available at the security desk. Please write your name, apartment number, and date of departure on the envelope, and give it to the security member at the desk. Once your keys are returned, you will no longer be allowed access to the apartment. *Please note, you will be billed for your apartment until all keys are returned.*

Apartment Conditions

You are expected to leave your apartment "broom clean". Specifically, you should:

- Sweep all floors
- Clean out all kitchen cabinets, closets, and drawers
- Dispose of all rubbish, unwanted clothing, furniture, kitchen utensils, food, medicine, etc.
- Clean stove, including oven. Do not unplug the stove. Please take care not to spill water around the electrical connections to avoid the risk of shock

Housing & Residential Services

- Please clean and remove all contents from the refrigerator
- Clean the bathtub, bathroom sink, and toilet
- As a courtesy to the next resident, please submit an online repair form for any maintenance work or repairs needed.

Damages

Before leaving, if you are concerned about being charged for any damages, please arrange for the manager to inspect your apartment in order to minimize disagreements over damage and/or excess cleaning charges.

Typical damage or cleaning charges:

Missing Keys	\$30.00 per key
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Core/Lock Change	\$150.00
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Excessive Cleaning/Damage Fine	=>\$200.00
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Removal/disposal of items (Non-MIT furniture) \$200.00

If there are any unusual conditions in your apartment please discuss this with the House Operations Manager before checking out.

Manager reserves the right to add charges as they deem appropriate

Checking Out

You must leave no later than the scheduled move-out date above. Exceptions cannot be granted. All of your personal belongings must be removed from the apartment by the date noted above. Once your belongings are cleared from the apartment, please turn in your room key and complete the checkout paperwork at the front desk.

Failure to check-out by your designated check-out date will result in a \$595 Late Check-Out Fee.

Mail Forwarding

Be sure to notify the Post Office of your forwarding address. Change of Address forms are available on the USPS website at: <https://moversguide.usps.com/?referral=USPS>. You should also edit your Term Address in WEBSIS ([http:// student.mit.edu/](http://student.mit.edu/)).

While you are being billed through the MIT Housing Office, you are not able to change your address. Therefore, you can provide a forwarding address in the temporary field in your WEBSIS account.

Payroll Deduction

If you are currently on payroll deduction, you will need to email graduatehousing@mit.edu and cc: geralou@mit.edu in order to cancel that deduction.

Parking

Once you establish a parking account, the account is maintained continuously until you cancel it. You can cancel parking at any time during the year through your online [parking dashboard](#) or by contacting the [Parking & Transportation Office](#).

Please note that your parking account is NOT tied to your housing contract.

The Parking Office can be reached at 258-6510 if you have any questions.

Please contact your House Operations Manager, Joe Graham, joeg@mit.edu , or the MIT Housing Office if you have any questions on the above checkout procedures and guidelines.

Good luck with your move!