

FAMILY HOUSING – NEW RESIDENT INFORMATION



Housing Office
2021 -2022

Provided below, you will find helpful information to assist you as you transition to life at MBTS.

KEYS

- Upon returning your signed lease agreement, residential keys are ordered by the Housing Office from the Security Office.
 - Security will notify you via your student email when your keys are ready.
 - Upon arriving to campus, you may pick-up your keys from the Security Office 24/7.
- Families are assigned two (2) apartment keys.
- The resident will also be assigned basement keys, one shelter & one storage (if applicable).
- A fee of \$25.00 will be charged for each lost/not returned residential key.
- Information concerning mailbox keys are outlined below.

POSTAL MAIL & DELIVERY

- Change your mailing address by visiting the [USPS website](#).
- Your street address is found on the *Premises* line and your mailing address is found on the *Postal Address* line of the last page of your lease agreement.
- Your mail will be delivered to the community mail boxes and the key for your box is obtained from the [post office](#).

SECURITY

- Obtain [parking decals](#) & student ID through Security. Security also maintains the [MBTS Alert System](#), and assists with matters of safety; visit the security page of our website, stop by the Security Office or call 816.414.3836
- **In case of an emergency call 911**, then call security 816.414.3836 to alert them of the situation.

VEHICLES & PARKING

- Families are allowed to have two (2) vehicles on the premises, only one vehicle may occupy “prime” parking in front of your building.
 - If parking is limited in front of your building, we ask that your secondary vehicle be parked in another available lot to allow each family one “prime” parking spot in front of their building.
- ALL vehicles must be properly licensed and registered.
- [Parking decals](#) are required for each vehicle or motorcycle and are obtained through our Security Office at a cost of \$10, which will be charged to your student account.
- Under no circumstances do we allow for boats, trailers, RVs, tiny homes, or any other personal property other than your primary vehicle(s) to be on the MBTS property.

MOVING-IN

- Do not pull any vehicles (including moving vans) on the grass around the apartment buildings.
- Move in during regular waking hours (7AM – 10PM).
 - Please respect the quiet hours on-campus (10 PM – 7 AM).

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WI-FI & CABLE

- Connect to the residential Wi-Fi network labeled “*MBTS Housing*” and use the wireless password “*mbtswireless*” to connect.
- For wireless connectivity trouble, please report your issue to the IT Department by email helpdesk@mbts.edu or by phone 816.414.3763
- TV service is available through a coax cable connection in the main living space. Only one coax connection in the wall is supported. Signal issues on any additional coax connections are not supported.
- Spectrum provides and supports the Cable TV service. When calling 888-812-2591 to report any trouble, please identify the service as “Hospitality – HD Video” and reference account # 1164886-01.

UTILITY PROVIDERS

- Evergy (Kansas City Power & Light) - 816.471.5275
- MGE (Missouri Gas Energy) - Emergency Numbers (24 Hours) Emergency Gas Odor/Leaks (608) 252-1111; Lights Out/Other Emergencies (608) 252-7111

HOUSING CHARGES & STORAGE

- Housing charges are applied to your student account monthly and may be paid by semester or by month. Rent is due on the 1st. If not paid by the 10th, a late fee of \$50.00 will be assessed.
- Housing charges may be paid online through your student portal or in person at Financial Services, during regular business hours 8:00am - 4:30pm, Monday – Friday.
- Housing fees may also be subtracted from most financial aid funds.
 - Financial Aid is applied to tuition and fees before it is applied to housing.
- Electricity, water, trash, gas, basic cable, and residential Wi-Fi are included and available throughout residential housing.
- Each apartment has a storage area (varying sizes), on your deck/patio/balcony or in the basement of a residential building. Storage assignments are obtained from the Housing Office. Your storage location is listed on your lease agreement.
 - Keep the door to your storage basement and your storage unit closed and locked at all times.
 - You are responsible for providing the padlock for your storage unit.

MAINTENANCE

- Residents are responsible for their own cooking, cleaning and laundry, changing of light bulbs and batteries in smoke/CO2 detectors.
- Apartment maintenance is provided by MBTS, including new air filters.
- If maintenance is needed, visit the [housing page](#), click the [Housing Work Order](#), complete & submit the form.

TRASH

- Trash containers are located throughout the housing complex. **ALL TRASH (BAGGED OR OTHERWISE) GOES IN THE CONTAINERS. UNDER NO CIRCUMSTANCES, MAY TRASH BE PLACED ON THE GROUND OUTSIDE OF THE PROVIDED CONTAINERS. IF FOUND, CHARGES MAY APPLY.**
- If the closest trash container is full, please find another trash container on-campus to place your trash.

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WEATHER WARNING SYSTEM

- The Kansas City metropolitan area is equipped with a severe weather warning system that is routinely tested on the first Wednesday of each month at mid-day during the severe weather season (early spring & summer).
 - Don't be alarmed when these sirens sound. On days when severe weather is a threat, the sirens are **NOT** tested.
- Storm shelter assignments (for use during severe weather) are listed on your lease agreement & keys are obtained from the Security office.

VACATE

- Residents may vacate by submitting an Intent to Vacate form through the [Housing Portal](#) at least 30-days in advance.
- Residents will owe the entire month's rent for the month in which they vacate the unit.
- Residents will owe any fees associated with early termination, per their lease agreement.
- Any housing exception (30-day advance notice; prorated rent; early termination fees) will be considered, by submitting the Housing Exception Form through the [Housing Portal](#). However, not all requests will be granted.

