

# NON-FAMILY HOUSING – MOVE-OUT INSTRUCTIONS



Housing Office  
2021 -2022

## OVERVIEW

1. Change your address with the [USPS](#)
2. Clean your room (per instructions below)
3. Schedule a checkout with your RA and return keys to him/her.

## REVIEW LEASE INFORMATION

- Dorm residents will owe the entire semester's rent for the semester in which they vacate the unit.
- Apartment residents will owe any fees associated with the Early Termination of their lease, per the lease agreement.
- Any housing exception (30-day notice; prorated rent; Early Termination fees) will be considered, by submitting an Exception Request form in the [Housing Portal](#). However, not all requests will be granted.

## CHANGE YOUR ADDRESS

- Click on [USPS](#) to change your address electronically.
- MBTS is not responsible for mail delivered after you vacate.

## DO NOT

- Pull vehicles onto grass or sidewalks.
- Leave any personal items in your room or on MBTS property.
- Place large bulk items or hazardous waste in the residential dumpsters.
- Leave garbage on the ground by the dumpsters.

## COMPLETE UPON VACATING

- **Bathrooms** – Clean thoroughly including toilets, showers, tubs, sinks
- **Floors** – Sweep and mop hard surface floors, remove stains from carpets and vacuum
- **Garbage** – Please put any move-out garbage in the dumpster behind the Campus Ops building, residential dumpsters only have capacity for normal day-to-day garbage
  - Haul away unwanted furniture or bulk items
- **Keys** – Return to the RA during checkout
  - A \$25.00 fee will be charged to your student account for a key not returned.
- **Lights** – Please make sure all fixtures have working light bulbs in place
- **Storage Unit** – Remove all items and sweep out

## DEPOSIT

The housing deposit is only returned to the student's account if there are funds remaining after:

- Outstanding housing balances are satisfied.
- Charges for lost key(s) are assessed.
- Charges for cleaning (above normal wear & tear) are covered.
- Charges for repairs (above normal wear & tear) are covered.