

RH MOVE OUT GUIDELINES

Please review the vacate information. Residents may vacate without penalty by submitting an [Intent to Vacate](#) notice 30-days' in advance. Resident will owe the entire month's rent for the month in which they vacate the unit. Any housing policy (30 day advance notice; prorated rent) will be considered, by submitting the [Housing Exception Form](#), 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**

PLEASE COMPLETE UPON VACATING

- Bathrooms – clean thoroughly including toilet, shower, sink
- 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 op's building, residential dumpsters only have capacity for normal day-to-day garbage - haul away unwanted furniture or bulk items
- Keys – return to RA during check-out process; \$25.00 will be charged to your student account for each key not returned

DEPOSIT

I understand my housing deposit is only returned, to my student account, if there are funds remaining after -

- charges for lost keys are removed
- charges for cleaning (above normal wear & tear) are covered
- charges for repairs (above normal wear & tear) are covered
- my account may be billed for any fees over and above my deposit

Print this page as your vacate checklist.