

FAMILY HOUSING – MOVE-OUT INSTRUCTIONS



Housing Office
2024 -2025

OVERVIEW

1. Change your address with the [USPS](#)
2. Clean your apartment (per instructions below)
3. Return your keys to the Security Office

REVIEW LEASE INFORMATION

- If vacating before the expiration of the Lease Agreement, Resident shall be liable for the balance of rent for the remainder of the term, less any rent MBTS collects from a qualified replacement Resident.
- Any housing exception (30-day notice; prorated rent;) 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

MAILBOX KEY (APARTMENT RESIDENTS ONLY)

- **Mailbox keys**– Please leave your mailbox keys on the kitchen counter for the next resident!
- **Keys** – Return to Security after move-out.
 - A \$50.00 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.