

FAMILY HOUSING – MOVE-IN INSTRUCTIONS



Housing Office
2024 -2025

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 student email when your keys are ready.
 - Upon arriving on campus, you may pick up your keys from the Security Office 24/7 (call 816.414.3836 outside of office hours).
- Families are assigned two (2) apartment keys.
- The resident will also be assigned basement keys, one shelter and 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.
- Apartment mail will be delivered to the community mail boxes and the mailbox key will either be in the apartment or you may have to take your lease agreement to [post office](#) to obtain your mailbox key.

SECURITY

- Obtain [parking decals](#) and student IDs through Campus Security. Security also maintains the [MBTS Alert System](#) and assists with matters of safety. Visit the [Security page](#) on our website, stop by the Security Office, or call 816.414.3836.
- **In case of an emergency, call 911**, then call Security at 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 are boats, trailers, RVs, tiny homes, or any other personal property other than your primary vehicle(s) allowed on the MBTS property.

MOVING IN

- Do not park or drive 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

- Apartments Only–Please follow the housing wireless instructions using this [link](#).
- For wireless connectivity issues, please contact the IT Department by email (helpdesk@mbts.edu) or by phone at 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.

UTILITY PROVIDERS

- Evergy (Kansas City Power and 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 the Financial Services office 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, and residential Wi-Fi are included and available throughout residential housing.
- Each apartment has a storage area (varying in size; approximately 6'x7') on the deck/patio/balcony or in the basement of a residential building. Storage areas are assigned by 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 a padlock for your storage unit.*

MAINTENANCE

- Residents are responsible for their own cooking, cleaning and laundry, and changing light bulbs and batteries in smoke/CO detectors.
- Apartment maintenance is provided by MBTS, including new air filters.
- If maintenance is needed, visit the [housing page](#) and click on the [Housing Work Order button](#). Fill and 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 dispose of 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 and 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 and keys are obtained from the Security office.

VACATE

- Residents planning to vacate their apartment must submit 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.
- *Apartment residents will be liable for the remaining rent charges per their Lease Agreement.*
- Any housing exception (30-day advance notice; prorated rent;) will be considered if a Housing Exception form is submitted through the [Housing Portal](#). However, not all requests will be granted.