

NON-FAMILY HOUSING – MOVE-OUT INSTRUCTIONS



Housing Office
2024 -2025

OVERVIEW

1. Change your address with the [USPS](#)
2. Clean your room (per instructions below)
3. Schedule a checkout with your RA and return apartment keys to Campus Security
4. Leave the mailbox keys on the kitchen counter

REVIEW LEASE INFORMATION

- Dorm residents will owe the entire semester's rent for the semester in which they vacate the unit.
- (Apartment Residents) 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.
- MBTS will make a reasonable effort to mitigate damages (relet the Premises to another qualified applicant). Any housing exception (vacate w/o 30-day notice, prorated rent, etc.) will be considered but not all requests will be granted.
- 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 Security after move-out.
 - **Mailbox keys**-Please leave your mailbox keys on the kitchen counter for the next resident!
 - 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.