

NON-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.
 - **Apartments:** Upon arriving on campus, you may pick up your keys from the Security Office 24/7 (call 816.414.3836 outside of office hours).
 - **Dorms:** Upon arriving to campus, you may pick-up your keys from the Student Life Office.
- Singles are assigned one (1) room/apartment key.
- Apartment Residents are also assigned basement keys: one shelter and one storage (if different).
- A fee of \$25.00 will be charged for each lost/not returned residential key.

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 contract.
- If living in an **apartment**, your mail will be delivered to the community mail boxes and the key will either be in the apartment or you may have to take your lease agreement to [post office](#) to obtain your mailbox key.
- If living in a **dorm**, your mail will be delivered to the student life office. If you have any questions, please contact the Assistant Director of Student Life by email (ARodriguez@mbts.edu).

SECURITY

- Obtain [parking decals](#) and your student ID 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

- Single students are allowed to have one (1) vehicle on the premises.
- ALL vehicles must be properly licensed and registered.
- [Parking decals](#) are required for each vehicle or motorcycle and are obtained through our Security department 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 allowed on MBTS property.

MOVING IN

- Do not park or drive any vehicles (including moving vans) on the grass around the buildings in seminary housing.
- Move in during the scheduled move-in day, times or, as approved, during regular waking hours
 - 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](#).
- Dorm Students Connect to the residential Wi-Fi network labeled “MBTS Housing” and use the wireless password “mbtswireless” to connect.
- For wireless connectivity issues, please contact the IT Department by email (helpdesk@mbts.edu) or by phone at 816.414.3763.
- For dorm residents, Cable TV is available in the commons area only.

UTILITY PROVIDERS (*APARTMENTS*)

- 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

- For **dorm residents**, the entire semester’s housing fee is applied to your student account at the beginning of each semester.
- For **apartment residents**, 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 fees 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 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 (apartments only), and residential Wi-Fi are included and available throughout residential housing.
- All **dorm residents** are required to have a full meal plan, which is included in your semester housing charges.
- 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.*
 - **NO STORAGE IS PROVIDED FOR DORM RESIDENTS.**

MAINTENANCE

- Residents are responsible for their own cleaning and laundry, changing of light bulbs and batteries in smoke/CO detectors, and their own cooking (apartments only).
- 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 must submit an Intent to Vacate form through the [Housing Portal](#) *at least 30 days in advance*.
- Dorm residents will owe the entire semester's rent for the semester in which they vacate the unit.
- Apartment 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.