

## GENERAL HOUSING MOVE-OUT GUIDELINES

- PAYMENTS**  
Ensure your Semester Housing Balance is paid in full. For questions regarding your balance, you may contact the Office of Student Financial Services at [SFS@swbts.edu](mailto:SFS@swbts.edu).
- CLEANING PROCEDURES**  
You must ensure your housing unit is thoroughly cleaned including appliances (refrigerator and oven/stove top). Be sure to discard all trash and unwanted items in the dumpsters provided for you near your building. Do not leave any items beside the dumpster or in your unit. Please **DO NOT** spackle your walls or attempt to fill in small nail holes
- PERSONAL BELONGINGS**  
ALL personal belongings must be removed from your housing unit upon your departure. Any items left behind will be discarded. This includes personal furniture items, clothing, books, food, kitchen items, etc. Leaving items behind may result in loss of part or all of your housing deposit.
- UTILITIES**  
If you established utility service (electricity, water, internet, cable) with a local provider, you will need to contact them to disconnect service and request a final bill.
- OUTDOOR ITEMS**  
All bicycles, grills, toys, or other outdoor items must be removed upon move-out. Any items left behind will be discarded.
- MAIL**  
Complete a Mail Forward Form online with the USPS or with the local city Post Office.
- MOVE OUT NOTICE FORM**  
All students must complete a Move-Out Notice form at least 30 days in advance of their anticipated move out date. Upon filling out the Move-Out Notice all students must schedule a Check-Out appointment with the Office of Residence Life and Housing.
- CHECK-OUT PROCESS**  
Students will receive an email upon completing the Move-Out Notice and will need to schedule a Check-Out appointment. During the appointment a Resident Director will walk and inspect the unit and notify the resident of any fees or fines. Keys will also be collected during the Check-Out.
- FEES**  
Failure to properly Move-Out/Check-Out may result in forfeiture of your housing deposit and fees being charged to your student account.

FOR QUESTIONS REGARDING ANY OF THE GUIDELINES ABOVE, PLEASE CONTACT THE OFFICE OF RESIDENCE LIFE AND HOUSING AT: [rlh@swbts.edu](mailto:rlh@swbts.edu).