

FALL 2020 | GENERAL HOUSING MOVE-OUT GUIDELINES

PAYMENTS

Ensure your Fall 2020 housing balance is paid in full. For questions regarding your balance, you may contact the Office of Student Financial Services at SFS@swbts.edu.

CLEANING PROCEDURES

You must ensure your housing unit is thoroughly cleaned including appliances. 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.

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 USPS or with the local city Post Office.

RETURNING ALL KEY(S)

All keys must be returned to the Housing Office between the hours of 9am- 4pm (M-F). Students will continue to be charged for housing until the room key and mailbox keys are returned. After 5pm (or weekends): drop off keys at the Fort Worth Hall, where a purple envelope & pen is provided after you pass the front doors.

MOVE OUT NOTICE FORM

All students must complete a [Move out Notice form](#), along with returning their keys to the Housing Office. The form will acknowledge that all cleaning procedures have been completed and all personal items have been removed.

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: STUDENTHOUSING@SWBTS.EDU.