

## FALL 2020 | RESIDENCE HALL MOVE-OUT GUIDELINES

### PAYMENTS

Students 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](mailto:SFS@swbts.edu).

### CLEANING PROCEDURES

You must ensure your room is thoroughly cleaned including floor, sink, mirror, and window blinds. Be sure to discard all trash and unwanted items in the dumpsters provided for you near your building. Set your thermostat fan on low.

### PERSONAL BELONGINGS

ALL personal belongings must be removed from your room and the entire residence hall on your move-out date. Any items left behind will be discarded. This includes personal furniture items, clothing, books, food, etc.

### FOOD ITEMS

Be sure to remove all your personal stored food and items in your room.

### INTERNET

If you established internet service with a local provider, you will need to contact them to disconnect service and request a final bill.

### OUTDOOR ITEMS

All bicycles, scooters, or other outdoor items must be removed upon move-out. Any items left behind will be discarded.

### MAIL

Complete a Mail Forward Form with the Campus Post Office to ensure you continue to receive mail at your new address.

### 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](mailto:STUDENTHOUSING@SWBTS.EDU).