

NOBTS Housing Check Out List

- ❑ **Notify the Housing office of intent to vacate.** Failure to do so in a timely manner will result in forfeiture of the Housing Deposit. Apartments need 30 day notice, dorms and Courtyard need 15 day notice. Vacating for ministry reasons do not need 30 notices
- ❑ **Do not unplug the refrigerator!** Please remove all food items from the refrigerator before you leave.
- ❑ **Complete a Mail Forward Form** online with USPS or with a local city Post Office. This can be set up a week in advance, but begin on the day you vacate
- ❑ **Utilities-** If you set up service with Entergy, you will need to contact them about moving services to your new address or moving the account back into the Seminary's name. Set up the time to change for the day or two after your departure to ensure no loss of power on the day of your move.
- ❑ **Remove all personal belongings.** This includes large items, like washer & dryers, furniture, toys, and excessive trash. Any items left will be discarded and charges may be applied. This also includes items left outside like grills and bikes.
- ❑ **Cleaning Procedures-** Please ensure that you have cleaned your housing unit. This includes removing all food items, emptying closets, and throwing away all garbage in the dumpsters upon your departure.
- ❑ **Check Out Process-** Once all personal items have been packed and loaded, and garbage is removed, return to the Housing Office for final Check Out. You will return your keys at this time and sign a check out form agreeing that the apartment is left in good condition. If it is after office hours, keys may be turned in to the guard house and sign a final check out form. Failure to return keys upon departure will result in monthly charges for rent being charged.
- ❑ **Follow Up-** After check out is complete, the Housing Office will perform a walk through of the apartment to make sure all items were removed and there are no excessive charges to be made to the student's account. The Housing office will complete this walk through within 30 days of the apartment being vacated. After this inspection, the refundable deposit will be made or charged accordingly.