












# PREPARING TO MOVE OUT

-  **DO...UPDATE YOUR MAILING ADDRESS**  
Notify the United States Postal Service (USPS) at [www.usps.com](http://www.usps.com) to forward your mail. DTS will not forward mail.
-  **DO...COORDINATE SECURITY DEPOSIT REFUND**  
If you have not done so already, complete Step 3 of the Apartment Move-Out Process on the Campus Housing website to ensure receipt of the security deposit refund. DTS has 30 days after you vacate to refund the security deposit.
-  **DO...USE BULK TRASH FOR LARGE TRASH ITEMS**  
Please submit a work order **no less than 10 days before your move-out** and note "Bulk Trash Request" in the description, along with a list of items to throw away. Your Apartment Manager will contact you with instructions on when and where to put your bulk trash. **DO NOT** put bulk trash items in the trash chute. Fees for clogging trash chute may be charged.
-  **DO...RUN YOUR OVEN ON "CLEAN" CYCLE**  
Oven cleaning cycle **MUST** be completed before you vacate. It takes approximately 5 hours. Open all cabinets around the oven & living room windows due to the extreme heat while cleaning.
-  **DO...LIGHT CLEAN YOUR APARTMENT**  
Excessive professional cleaning may incur a fee (see Lease Section 3.9).
-  **DO...COMPLETELY EMPTY YOUR APARTMENT**  
Please remove all trash, including nails from walls and the shower curtain from bathroom. A \$50/hour fee may be charged for removing any items left behind (see Lease Section 3.10).
-  **DO...RETURN KEYS AND HANGTAG TO APARTMENT MANAGER**  
Slip all keys and hangtags into the envelope you will receive in your Move-Out Bundle and place in the mail slot of your Apartment Manager's door.
-  **DO...LOADING DOCK ACCESS (SWINDOLL RESIDENTS)**  
Please pick up the Loading Dock key **24 hours before your move-out** from the Housing Office in Washington during normal business hours. Also, **DO NOT block the trash container** with moving truck. Per the Lease, there is a fine of \$350 for blocking the trash (see Lease Section 1.9).
-  **DO...PACK ANY BIKES FROM BIKE RACK (SWINDOLL RESIDENTS)**  
Bikes left behind will be donated and you may be charged a fee (see Lease Section 3.10).
-  **DON'T MOVE FURNITURE OR MOVING EQUIPMENT THROUGH THE LOBBY**  
**DO NOT** move furniture or moving equipment through lobby. All moves must be through designated exits. Residents will be charged for any damage to lobby areas.
-  **DON'T GIVE AWAY OR SELL ITEMS OUTSIDE YOUR APARTMENT.**  
Items left in hallway can result in a fine (per item) (see Lease Section 4.7).

If you have any questions in the meantime, please feel free to reach out to your Apartment Manager:  
Swindoll Tower - Sam Mathieu @ [SMathieu@dts.edu](mailto:SMathieu@dts.edu) | Washington Apartments - Jennifer McCann @ [JMcCann@dts.edu](mailto:JMcCann@dts.edu)