

# Move Out Procedures

## Move Out Steps

1. Room should be clean and completely empty of personal belongings and trash before proceeding with move out. Lock and secure all doors and windows.
2. Residents may move out during desk hours. Scan the QR code located at your front desk/office and fill out the online move out form. (You can also access the form here: [bit.ly/utd-move-out-form](https://bit.ly/utd-move-out-form)). Do not fill out the form until your items are completely moved out of your assigned space. Show the front desk staff member your move out form confirmation.
3. Using one of the key envelopes provided at the front desk, write your information on the envelope and place your keys inside. Give the envelope to the front desk staff member.

## Reminders

- Failure to complete all move out procedures will result in an improper move out charge.
- Any belongings left behind after completing the online move out form will be considered abandoned, and charges for removal will be applied to your account.
- Update your address with mail and package carriers. University Housing does not forward mail or packages.
- Do not forget to take your bicycle!
- Moving out of your room does not automatically cancel your housing agreement. You must officially cancel your agreement in accordance with the Terms and Conditions.

## Questions?

Contact your front desk/office or email [housing@utdallas.edu](mailto:housing@utdallas.edu)



University Housing