

## **MOVING CHECKLIST**

### **HINT: PUT THIS ON YOUR FRIDGE AND USE IT AS A CHECK-LIST!**

\_\_\_ First, write-in your move out date: \_\_\_\_\_  
Staying past your lease term means additional rent, administrative fees, and other costs!

\_\_\_ Go over your check-out sheet now (before finals start) and make a list of what you need to do to get your security deposit back (i.e. replace light bulbs and drip-pans, clean the oven, etc.) Plan a schedule of when to get it done. Anything that's not done by move-out date will inevitably be deducted from your security deposit.

\_\_\_ Pre-clean your unit. Spending a Saturday in April cleaning out the fridge will save a ton of work (and worry) having to do it right after finals.

\_\_\_ Schedule any professional carpet cleaning in advance. You will save time and money by avoiding the last minute rush.

\_\_\_ Pre-pack as much of your stuff as you can. You won't really need those heavy sweaters in May! Also, take the opportunity to throw away accumulated junk.

\_\_\_ Pre-arrange to have your utilities (electric, phone, cable, newspaper, etc.) either turned-off or put back in your landlord's name. Give the utility companies a forwarding address to send your final bill.

### **MOVE-OUT**

Give your landlord a reason to return your entire security deposit – leave the place cleaner than when you found it!

\_\_\_ TAKE PICTURES OF EVERYTHING!! Walk through the place with a video camera! Pictures and videos are the best way to document the condition of the premises when you moved out.

\_\_\_ Give your landlord a forwarding address to send your security deposit.

\_\_\_ Check the security deposit provision of your lease. Mark the date on your calendar by which your landlord must return your security deposit.

\_\_\_ Make sure to return your keys. Don't leave them on the counter, make sure to give them directly to the landlord.

\_\_\_ Don't forget to change your address with the postal service