

Moving out checklist

Leave the place the way your lease asks and get your deposit back: notice, utilities, cleaning room by room, moving day and the keys.



A month or more before

- ☐ **Give notice in writing.** Your lease says how much notice it needs, often 30 days. Keep a copy of what you sent.
- ☐ **Read the move-out terms.** What the lease says about cleaning, painting, nail holes and carpets, so you know what you can be charged for.
- ☐ **Book movers or a truck.** Weekends and the end of the month go first.
- ☐ **Book the elevator or loading zone.** If your building has one, ask the manager which hours you can use it.
- ☐ **Sell, give away or toss what you won't take.** Less to pack, carry and pay to move.

Two weeks before

- ☐ **Schedule the utilities off.** Electric, gas, water, trash and internet, off the day after you leave, and on at the new place before you arrive.
- ☐ **Return rented internet equipment.** The modem or router, if your provider lent you one. Ask how, since some charge for what isn't returned.
- ☐ **Forward your mail.** At usps.com/move, starting the day you move.
- ☐ **Ask for a walkthrough.** Many landlords will walk the place with you before you leave, so you can fix anything they'd charge for.
- ☐ **Set aside cleaning supplies.** Keep them out of the boxes: you'll use them last.

Clean it, room by room

- ☐ **Kitchen.** Inside the fridge, freezer, oven and microwave, the stovetop, cabinets, drawers and sink.
- ☐ **Bathrooms.** Toilet, tub or shower, sink, mirror and cabinets, and the floor behind the toilet.
- ☐ **Walls and doors.** Scuffs wiped off, and small nail holes filled if your lease allows.
- ☐ **Windows, sills and blinds.** Dusted, with the tracks wiped out.
- ☐ **Lights and fans.** Dusted, and any burned-out bulbs replaced.
- ☐ **Closets and storage.** Empty, including any storage space or garage that came with the place.
- ☐ **Floors last.** Vacuumed and mopped on your way out.

On moving day

- ☐ **Photograph every room empty.** Floors, walls, and appliances inside and out. It shows how you left the place if the deposit is ever in question.
- ☐ **Photograph the meters.** If you pay the utilities, so the last bill matches the day you left.
- ☐ **One last look everywhere.** Every cabinet, closet and drawer, the oven, and behind the doors.
- ☐ **Trash out.** The way your building or town asks.
- ☐ **Windows locked, lights off**
- ☐ **Return every key.** Door and mailbox keys, fobs and garage openers. Ask for a note that you returned them.

Your security deposit

- ☐ **Give your new address in writing.** So the landlord can send the deposit, or the list of anything kept from it.
- ☐ **Look up your state's deadline.** State law sets how long a landlord has to return a deposit or list what was kept. Mark the date.
- ☐ **If something is kept, ask what for.** Most states require a written list of what was kept and why. Your photos help if you disagree.

Pax's tip

Packing as you go? Snap what goes in each box with BoxTrack and stick on its QR label. At the new place, scan any box to see what's inside, or search to find which box something is in. Your first box is free at box-track.com.



Scan to tick it off