

Moving Out Checklist

- Check the rental/lease agreement to make sure you are not vacating the property before the lease expires. A lease is a legally binding contract. If you must move out before the lease expires you should discuss the circumstances with the landlord in advance to see if the landlord is willing to allow you break the lease without incurring penalties.
- Make sure you give your 30 day notice in writing or whatever other notice is required in the lease. If you do not, the landlord is entitled to keep the deposit to pay for a month's rent even if you have moved out.
- When leaving, take everything that is yours with you. If there are items that you no longer want, you need to dispose of them. Never leave trash or old furniture for the landlord to get rid of.
- Thoroughly clean the apartment including cleaning the floors, carpets, walls, closets, fixtures, and appliances. Give attention to the bathrooms, stove, oven, and refrigerator. The landlord is allowed to keep the deposit to pay the cost of cleaning the unit if it is not cleaned well enough.
- If there is damage to the unit that you caused, make sure that it is repaired before moving out. This can include patching holes, cleaning carpets, replacing broken fixtures.
- Coordinate with the landlord to do a final inspection.
- Leave contact information with the landlord so that the landlord can forward any mail and knows where to send the deposit refund.
- Return all keys to the landlord including the mailbox key.
- Notify your social worker and other important agencies of your new mailing address.
- Fill out a forwarding address form with the Post Office.
- Discontinue all utilities, phone and cable services.