

Comprehensive Move-Out Checklist for Tenants

Cleaning and Maintenance Responsibilities

- ☐ Vacuum all carpets and sweep/mop tile or hardwood flooring.
- ☐ Clean interior windows, window sills, and blinds.
- ☐ Deep-clean kitchen appliances such as the oven, stovetop, and refrigerator.
- ☐ Sanitize sinks, countertops, and bathroom fixtures.
- ☐ Remove personal items and wipe down all shelves and closets.
- ☐ Clean ceiling fans, vents, and light switch covers.

Utilities and Services Termination

- ☐ Contact utility providers to cancel or transfer services before the move-out date.
- ☐ Schedule service end dates to match the lease termination.
- ☐ Request final bills from each provider and review them for accuracy.
- ☐ Pay any outstanding balances promptly.

- ☐ Keep digital or printed proof of all cancellations and payments.
- ☐ Inform your landlord that services have been successfully terminated.

Property Condition and Damage Reporting

- ☐ Inspect walls, floors, fixtures, and appliances for any signs of damage.
- ☐ Take clear photos or videos of each room for your records.
- ☐ Note any wear and tear that falls within normal use.
- ☐ Document any existing issues you're not responsible for.
- ☐ Prepare a short written report summarizing the property's condition.
- ☐ Send the report and supporting media to your landlord before the final walkthrough.

Return of Keys and Access Devices

- ☐ Gather all keys, including apartment, mailbox, garage, and any spare copies.
- ☐ Return remote controls, garage door openers, or security access cards.
- ☐ Double-check that no keys or access devices are left behind in drawers, closets, or hidden places.
- ☐ Ensure that all door locks, if applicable, are returned to their original condition.

- ☐ Get a receipt or written confirmation from the landlord when returning keys and devices.
- ☐ Notify the landlord if any keys or devices are missing, and discuss the replacement process.

Security Deposit and Financial Matters

- ☐ Settle any unpaid rent or late fees before moving out.
- ☐ Pay any outstanding utility bills or charges that could affect the deposit return.
- ☐ Request an itemized list from the landlord if any deductions are made from the security deposit.
- ☐ Provide the landlord with forwarding address information for deposit return.
- ☐ Ask for a final statement outlining any additional charges or reimbursements.
- ☐ Keep a copy of all payment receipts and correspondence for reference.

Final Walkthrough Coordination

- ☐ Schedule the final walkthrough at least a few days before the move-out date.
- ☐ Prepare a checklist of things to verify during the walkthrough (e.g., damage, cleanliness).
- ☐ Ensure all areas of the property are inspected, including storage spaces and appliances.

- ☐ Be ready to discuss and resolve any potential issues with the landlord.
- ☐ Take notes during the inspection to document any agreements or concerns.
- ☐ Confirm the date by which the security deposit will be returned.

Mailbox and Delivery Service Updates

- ☐ Set up mail forwarding with USPS to ensure all mail reaches your new address.
- ☐ Update your address with online retailers like Amazon and eBay to receive packages at your new location.
- ☐ Notify any subscription services (e.g., magazines, food delivery) of your address change.
- ☐ Inform family, friends, and colleagues about your new address.
- ☐ Check with delivery services to ensure time-sensitive packages are properly redirected.
- ☐ Empty your mailbox to ensure no mail or packages are left behind.

Waste and Junk Removal

- ☐ Dispose of all trash, including items from the garage, attic, or basement.
- ☐ Remove large or bulky furniture and appliances no longer needed.
- ☐ Recycle or donate items that are still usable but no longer wanted.
- ☐ Hire a junk removal service for large or hard-to-remove items.

- ☐ Clear any outdoor areas, such as the yard or patio, of debris.
- ☐ Check all rooms and storage spaces to ensure nothing is left behind.

Personal Property Removal

- ☐ Remove all personal items from closets, cabinets, and drawers.
- ☐ Take out all furniture, electronics, and appliances you brought into the property.
- ☐ Clear out any items stored in the garage, basement, or attic.
- ☐ Double-check under furniture, behind appliances, and in corners for forgotten items.
- ☐ Dispose of old documents or personal paperwork securely.
- ☐ Ensure nothing is left behind in outdoor areas, such as patios or storage sheds.

Move-Out Documentation and Communication

- ☐ Draft and send a formal move-out notice, specifying your intended departure date.
- ☐ Keep a detailed log of all communications with your landlord regarding the move-out process.
- ☐ Request a written confirmation of the move-out inspection schedule and final walkthrough.

- ☐ Provide the landlord with your new address to facilitate the return of your security deposit.
- ☐ Document any agreements made during the move-out inspection, including repairs or issues that were addressed.
- ☐ Confirm that the landlord has received all necessary paperwork and ensure they acknowledge your move-out.