



Tenant Moving Checklist

Before Moving Out

Notice and Documentation

- Provide 30 Day written notice of intent to vacate according to lease terms.
- Confirm move-out date with property management.
- Provide a forwarding mailing address for security deposit return.
- Refer to the "Cleaning Check List" to help secure a bigger security deposit refund.

Utilities and Services

- Schedule utilities to be disconnected and communicate the disconnect date with management.
- Cancel or update subscriptions and mail forwarding with the postal service.

Cleaning and Repairs

- Refer to the "Cleaning Check list."
- Remove all personal belongings and trash from the property.
- Replace any burned-out light bulbs, range drip pans, broken blinds and air filters.
- Ensure all smoke detector batteries are updated.

Property Condition

- Take photos of the property after cleaning for personal records.
- Return all keys, access cards, and garage remotes. You may leave these on the counter but please confirm that management has a key to enter. You may also drop these off at the office. Please schedule an appt with management to ensure someone is at the office.
- Report any maintenance issues through the tenant portal that occurred during tenancy.

Moving Day

- Ensure all items are removed from the property.
- Double-check closets, cabinets, and storage areas.
- Lock all doors and windows before leaving.
- Leave the property in move-in ready condition.

After Moving Out

- Confirm receipt of keys and final inspection with property management.
- Provide updated contact information for deposit return.
- Expect security deposit refund if applicable and final statement within 60 days.