

## Moving Out Checklist

**Preparing for a move? Use this checklist to help things go smoothly.**

- Notify your current landlord of the date you will move out.
- Collect clean boxes or containers for your upcoming move. Don't bring pests along!
- Share your new address with anyone who needs to know. This may include:
  - ✓ Your current landlord (so they can return your security deposit)
  - ✓ Friends and family
  - ✓ Your employer
  - ✓ Your bank and credit card company
  - ✓ Your utility service providers
  - ✓ Any subscriptions you use
- Complete a change of address form with the United States Postal Office. You can also complete this form for free at USPS locations.
- Contact your utility provider and/or your landlord about starting and stopping service. If you use National Grid, you can request a service disconnect or transfer online.
- Perform any minor repairs that may help you get your deposit back. These might include:
  - ✓ Patching and painting over small holes in the drywall
  - ✓ Replacing any knobs or fixtures you swapped out
  - ✓ Replacing burnt-out lightbulbs
  - ✓ Replacing smoke detector batteries
- Clean the unit thoroughly. Don't forget to clean:
  - ✓ Bathrooms
  - ✓ Bedrooms
  - ✓ Kitchen
  - ✓ Other living spaces
  - ✓ Patio or balcony
  - ✓ Appliances (e.g. fridge, oven)
    - Many landlords require tenants to defrost the freezer.
- Give the unit a final once-over before you move out. Did you forget any belongings? Forget to clean something?
- Complete a final walkthrough inspection with your landlord. Ask them to point out any damages they plan on deducting from your deposit.
  - ✓ Under New York State law, your landlord MUST complete a walkthrough with you if you ask.
  - ✓ They also must give you a chance to repair any damages before deducting them from your deposit.
- Return your keys to the landlord.