

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.