

# TENANT MOVE-OUT CHECKLIST

1

## Plan your Move – Out Day

Tenant Understands their lease has expired and they are to be fully vacated by \_\_\_\_ am/pm on the last day of their lease (check time indicated in your lease or move out email instructions.)

2

## Make Move-Out Appointment

**TENANT MUST SCHEDULE A  
MOVE-OUT APPOINTMENT WITH  
MANAGEMENT AT LEAST 1 WEEK  
PRIOR TO MOVE OUT.**

3

## Balance Due

Tenant must had \$0 balance on their account at Move – Out. Make sure to get caught up on all payments before move – out.

4

## Disposal Charge Personal Property

Tenant Understands any items left behind will result in an additional fee/removal charge. Make sure to take all personal items out of unit on move – out day.

5

## Wear & Tear Damages

Make sure to notify management of any damages beyond normal wear & tear prior to move-out appointment. Tenants will be financially responsible for any damages to the unit. Damages can and will be taken from security deposit.

6

## Forwarding Address

For the delivery of your security deposit, Certificate of Rents Paid (tax document), and other communication needs; please leave your new/forwarding address with the Landlord. Security Deposits cannot be picked up.

7

## Final Utility Billing

Call all utility companies that service your unit and put them in the Landlord's name (this is who you make your rent payment to).

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## On Move-Out Day

Tenant will need to return all entry methods upon move-out including unit keys, mail keys and fobs. If not returned, a \$50 charge will be imposed.