

## TIME TO MOVE OUT?

Remember all the things you did to move it? Well, in order to move out successfully, it will be necessary to follow some simple tips.

1. **Notify all utilities of the date you wish them to be disconnected.** If you are moving to a different location, and wish the utilities to continue there, let them know that. It will save you time and fees to reconnect with some companies.
2. **Check your rental agreement for vacating dates and procedures for terminating rentals.** Your lease is up on a certain date, and you must adhere to that date unless your landlord gives you written consent. Otherwise, you may be subject to legal action and /or a payment for staying any length of time, constituting "holding over".
3. **Notify the landlord in writing of the date on which you plan to move out.** Date this paper! Make sure to keep a copy for yourself along with all your rental papers. This should be done at least 30 days prior to your termination date. Hand-deliver this notice whenever possible and KEEP A COPY FOR YOUR RECORDS. Email may not be an accepted means of notification.
4. **Arrange to have the landlord inspect your apartment in your presence,** using the signed inventory checklist given to you at the first move in date. **Do not waiver on this.** "I'll check it when you've moved out" is not smart! You both need to agree about the condition of the apartment while you are both there. If you have videotaped or photographed the apartment's condition before you moved in, it will be easier to prove that the stain on the carpet was always there!
5. **Verify what charges will be due near the end of your stay,** and make sure they are consistent with what you thought. There should be no surprises at the last minute if you are thorough and organized in your paperwork. It's worth the time to copy and keep all of your apartment notices, work orders, and lease agreements in one place.
6. **Remove all trash and personal possessions before final check.** Place the furnishings in the original place, so the landlord can see what is there. Clean floors, closets, fixtures, refrigerator, stove, etc. Leave it the way you found it.
7. **Repair all damage you are competent to do.** Don't try and hide anything. It will come back to haunt you!
8. **Return all keys to landlord.** Do this in person. Do not leave them in the apartment.
9. **Leave a forwarding address with landlord and Post Office.** There are cards specifically designed to do this at any Post Office, or you can do it online. This will be important not only for mail forwarding, but to make sure your landlord can send an itemized list of any deductions from your deposit and your refunded deposit *within 14 days* of vacating your unit.
10. **Leave your rental the way you found it or in better condition.** If you leave on good terms with your landlord, he/she will be happy to give you a good recommendation on your next place!