

## Move-In & Move-Out Checklists

### Before Move-In Day

1. **Sign Lease:** Review and sign your lease agreement.
2. **Security Deposit:** Pay the security deposit.
3. **First Month's Rent:** Pay the first month's rent.
4. **Set Up Utilities:** Arrange for electricity, gas, water, internet, and other essential services to be activated by move-in day.
5. **Renter's Insurance:** Purchase renter's insurance for additional protection.
6. **Inspect the Apartment:** Schedule a walk-through with the landlord to note any existing damages.

### Move-In Inspection Checklist

#### General

- **Walls and Ceilings:** Check for cracks, holes, or marks. Verify paint condition.
- **Floors:** Inspect for scratches, stains, or damage. Check carpets for cleanliness and wear.
- **Doors:** Ensure doors open and close smoothly. Check for damage or missing hardware. Verify that locks work properly.
- **Windows:** Confirm windows open, close, and lock properly. Check for cracks or broken glass. Inspect screens for tears or holes.
- **Lighting:** Test all light switches and fixtures. Replace any burnt-out bulbs.
- **Outlets and Switches:** Test all electrical outlets. Ensure switches function correctly.

#### Kitchen

- **Appliances:** Test the stove, oven, and range hood. Check the refrigerator and freezer for cleanliness and functionality. Inspect the dishwasher for proper operation. Test the microwave.
- **Cabinets and Drawers:** Check for damage or missing hardware. Ensure they open and close smoothly.
- **Sink and Plumbing:** Test the faucet for hot and cold water. Check under the sink for leaks.
- **Countertops:** Inspect for scratches, stains, or other damage.

#### Bathroom

- **Toilet:** Flush to ensure proper operation. Check for leaks around the base.
- **Sink and Plumbing:** Test the faucet for hot and cold water. Check under the sink for leaks.
- **Shower/Bathtub:** Test the water pressure and temperature. Check for drainage issues. Inspect the tub and tiles for cracks or mildew.
- **Cabinets and Drawers:** Check for damage or missing hardware. Ensure they open and close smoothly.
- **Ventilation:** Test the exhaust fan.

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### Bedrooms

- **Bedding:** Check for bed condition and bugs
- **Closets:** Ensure closet doors open and close smoothly. Check for any damage or missing hardware.

### Utility and Miscellaneous

- **Water Heater:** Ensure it provides hot water. Check for any leaks or issues.
  - **Laundry:** Test the washer and dryer (if included). Check for any leaks or operational issues.
  - **Smoke and Carbon Monoxide Detectors:** Test all detectors to ensure they are functioning.
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## Move-Out Checklist

### Before Move-Out Day

- **Provide Notice:** Give written notice to your landlord as required by your lease (usually 30-60 days in advance).
- **Address Change:** Update your address with the post office, banks, subscription services, and other relevant parties.
- **Transfer/Cancel Utilities:** Arrange for disconnection or transfer of utilities to your new address.
- **Clean Thoroughly:** Deep clean the entire apartment, including appliances, windows, floors, and fixtures.
- **Repair Damages:** Fix any damages you are responsible for to avoid deductions from your security deposit.
- **Schedule Walk-Through:** Arrange a final inspection with your landlord.

### Move-Out Day

- **Final Cleaning:** Do a final sweep to ensure the apartment is spotless.
- **Document Condition:** Take photos of the cleaned and empty apartment as evidence of its condition.
- **Return Keys:** Return all keys, fobs, and access cards to the landlord.
- **Remove Belongings:** Ensure all personal items are removed from the apartment.

### After Move-Out

- **Follow Up on Deposit:** Contact your landlord if you do not receive your security deposit within the specified timeframe (usually 30 days).
- **Pay Remaining Bills:** Ensure all outstanding utility bills are paid and accounts are closed.