

THINGS TO DO BEFORE YOU MOVE

Moving from one unit to another is often hectic. In the rush of moving many procedures can be overlooked. Here are some responsibilities that should be taken care of before you leave your current home:

- Provide proper notice to the property owner.
- **Be sure your portion of the rent is paid.** Your new landlord can request the name and address of your current and previous landlord. This will assist your new landlord in completing tenant screening to determine if you will be a suitable tenant. To ensure a favorable determination, it would be in your best interest to have any amounts owed settled before you move out. Paying your portion of the rent is an obligation. If you have been paying utilities be sure to notify all utility companies of the effective date of your move.
- **Be sure to clean the unit.** This includes all kitchen appliances, cabinets, floors, carpets, and bathrooms. Failure to clean and remove belongings can result in costly charges to your security deposit or a suit through small claims court.
- Schedule an appointment with your landlord for an inspection of your unit.
- Return all keys to the landlord.
- Notify the Post Office of your change of address.
- Leave the landlord your forwarding address so he/she can send you your security deposit and any interest you are owed.
- REMEMBER that your move out must be completed by the date of lease termination. If the notice is for the last day of the month then removal of all belongings and cleaning must be completed by that date.

These are some of the most common procedures that - when NOT done - cause an owner to keep some or all of your security deposit. Paying for trash removal and cleaning is an acceptable use of the security deposit, and it can be expensive. To ensure the return of the security deposit, and to encourage a favorable landlord reference, please follow these procedures.