

Move-out Checklist

1. Clean the apartment before leaving; the apartment will be inspected after the end of the lease.
2. Call your cable, phone, or internet service provider to cancel services.
3. Contact USPS and set up mail forwarding service to your new mailing address.
4. Leave the keys on the kitchen counter (assuming you have not made arrangements with the new tenants) and lock the door when you leave.
5. Email the landlord notifying that you have moved out of the apartment.
6. The security deposit will get mailed when it is 14 days after the lease expired and a mailing address was emailed by you to the landlord. If a mailing address is not emailed to the landlord, this will delay receiving your security deposit.