Moving Out Checklist

Make an “X” on the line of each item as you complete it, so you don’t forget anything! This is meant to be a reference guide. Please check with your current landlord/property manager for specific requirements per the condition of your lease. Take pictures of the apartment and keep for your records. Send copies of the photos, the completed “Move-in/Move-out Checklist” and the completed “Cleaning Your Apartment Checklist” to the landlord. If the landlord/property manager won’t sign off on the checklist send copies to the landlord/property manager and one to yourself and leave the package unopened. The postmark on the envelope may help prove the date of the cleanliness of the apartment upon departure.

Two Weeks Prior To Departure

_____ Confirm Move Out Date & Time with Landlord/Property Manager

_____ Schedule Final Inspection Landlord/Property Manager

Date: _____

_____ Review Lease for conditions for moving out

_____ Change Address with Post Office

One Week Prior to Departure

_____ Call to schedule disconnection of services (if you pay for these services)

_____ Electric

_____ Gas

_____ Phone/Internet

_____ Cable/Satellite

_____ Garbage

Cleaning Your Apartment

_____ Complete the Clean Your Apartment Checklist

Notification of Damages

_____ Notify Landlord/Property Manager

Final Inspection Completed:

Date: ______________________________

Done By: ___________________________

Witnessed by: _______________________

Tenant’s Forwarding Address:

Street Address/PO Box

City State Zip

Provided Landlord/Property Manager Copies of completed:

_____ Move-in/Move-out Checklist

_____ Cleaning Your Apartment Checklist

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