

## MOVING OUT TIPS

When moving out of an apartment, follow these tips to prevent problems later.

### 1. Clean your apartment

You should leave your apartment spotless by thoroughly cleaning and removing all items not belonging to the landlord. Furnishings and appliances should be left in an orderly manner.

You should pay special attention to the following:

- Carpets - some leases require you to rent carpet cleaning equipment or hire a professional carpet cleaning service while others automatically deduct from your security deposit for professional cleaning
- The kitchen – stove, drip pans, oven, refrigerator, sink, microwave, countertops, cupboards, and floor
- The bathroom(s) – cabinets, sink, tub or shower, toilet, and floor
- Walls, windows, windowsills, and baseboards throughout the apartment

### 2. Be present at check-out

Your landlord should complete a check-out sheet during a final walkthrough to inventory any damages to the apartment.

If at all possible, set up a time to accompany your landlord during the final walkthrough.

### 3. Document everything

Use a camera to take detailed photographs and video of every inch of the apartment, including walls, carpets, fixtures, and inside the oven, refrigerator, microwaves and other appliances.

You should also have a parent or friend check out the apartment when you move out. Select someone who will be willing and available to go with you to court in the future to testify about the condition of the apartment, should that become necessary.

### 4. Not satisfied with the amount of your security deposit returned?

Try to get ahold of check-in sheets, check-out sheets, pictures and videos of the check-in and check-out, and any relevant records of communications from the landlord. You should then set up an appointment at Legal Services for Students to discuss your options.