

MOVING IN AND OUT CHECKLIST

BEFORE MOVING IN:

- Make a "Housing File" where you will keep important papers (rental agreements, receipts, checklists, etc.).
- Ask your landlord if you need to arrange for any utility hook-ups or name changes on the utility accounts. You may need to contact PG&E, and make arrangements for water, garbage, phone and cable. Visit the Rental Forms and Resources page on our website, and click on [Setting Up and Moving In](#) for more information and the phone numbers to call.
- Complete a [Housemate Agreement](#) with your housemates, available from our website. Each member of the household signs the agreement and is given a copy. By setting forth household understandings in writing you can avoid many problems later on.

ONCE YOU HAVE MOVED IN:

- Within 3-days of moving in, make a thorough inspection of the property and document the condition of the rental on a [Condition of Rental Property Checklist](#), available on our website. Both you and the landlord need to sign the form, acknowledging that you agree about the condition of the rental. Documentation is imperative; both you and the landlord must retain a copy for your records. Put it in your Housing File for reference when you move out. **This is an *extremely* important document! The "Condition of Rental Property Checklist" is the best way to protect you against unfair deposit withholdings.**
- Get all subsequent promises and agreements in writing. If your landlord agrees to something verbally, follow it up with a confirmation letter outlining the agreement. Always keep a copy for your documentation.

BEFORE MOVING OUT:

- Notify the landlord *in writing* of your plan to leave. For month-to-month agreements written notice must be given **at least 30 days** prior to the day you will move. If you have a lease agreement, and wish to move before the lease period expires, get legal advice. It can be expensive to break a lease.
- Clean the rental thoroughly. It is common that the tenants' version of clean and the landlord's version of clean differ. Visit our website to view the [Move-out Cleaning Checklist](#) on the "Rental Forms and Resources" page.
- Schedule a preliminary inspection with your landlord to occur within two weeks of your move-out date. If further cleaning or repairs are needed in order for you to get your deposit back, you will have time to do it before you vacate the premises. You have a legal right to this inspection and to receive a list of items to take care of.
- Notify the appropriate utility companies of the date to terminate your responsibility for payment of services.
- File a change of address form with the Postal Service. You can now do this online.

AFTER MOVING OUT:

- You are entitled to receive your deposit, or a portion of it with an itemized list of deductions, within 21 days of vacating the premises and surrendering all keys. You are also entitled to interest on your security deposit (except in Scotts Valley). Check our website to verify current [Interest Rates](#).