

# MOVE-IN CHECKLIST

Now that you have found the right place to live, you have signed your lease and paid a hefty deposit... how do you move in and make sure you get your deposit back?

First thing to do is make an appointment with management or the landlord for a date and time to pick up your keys. This is very important because you do not want to show up and no one is available to give you your keys. Once you have gotten your keys, follow the checklist below. It will help you to have a smooth move in and help you when it is time to move out to get your deposit back.

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- Take pictures of the apartment before you move in. This will verify any damages present upon your arrival.
- Complete a thorough written inventory of the apartment's condition using the charts on pages 18 and 19 and have the landlord sign the inventory. This helps protect you from the landlord claiming you caused pre-existing damage.
- Try to figure out a time that you and your roommate(s) can move in together. This helps when making decisions about furniture or storage.
- Enlist the help of friends or family.
- Make sure you park legally when moving in and out to avoid tickets or towing.
- Keep your doors locked in your car or apartment. This is a prime time for theft.
- Be careful moving items. Damages to the apartment cost you money.
- Return your rental truck on time or you could have to pay for another day.
- Bring cleaning products with you to clean the kitchen and bathroom before putting your belongings away.
- Unpack one room at a time to avoid confusion and clutter. You do not have to unpack all in one day.
- Find out from your landlord or management the proper place to dispose of boxes.
- Introduce yourself to your neighbors. Have fun getting to know your community and the people who are living next door.
- Find out where the closest supermarket, gas station or bus stop is located—these are great questions to ask your new neighbors.
- Get to know the area.

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