

Move-Out Checklist, Provided by Class A Management



- 30 day notice, in writing
- Arrange movers/help moving
- Collect or buy boxes and packing supplies (scout friends on social media to see who's moved recently and share in the expense)
- Give yourself plenty of time to pack - at least two weeks ahead of time to start the purge
- Consider what's in the fridge: shop accordingly in the last couple of weeks so you are dwindling down your supply and not needing to move a lot of food and drink
- Makes sure to pack a suitcase or box of essentials: these are the things you absolutely don't want to get stuck without in case you make it to your next destination before your belongings:
 - Snacks
 - Bottled water
 - Medication
 - Laptop computer or smartphone/tablet
 - Pens & paper
 - Pet food
 - Baby/kid essentials
 - Maps
 - 2-days' worth of clothes and toiletries
 - Passports/important papers
- Request utility termination or transfer
- Clean or arrange for cleaning service; here's some highlights:
 - Windows
 - Mini blinds
 - Baseboards
 - Bathtubs
 - Bathroom drawers
 - Mirrors
 - Toilets
 - Sinks
 - Laundryroom
 - Balconies/porches
 - Kitchen sink
 - Oven
 - Refridgerator
 - Countertops
 - Kitchen drawers
 - Carpets/floors
 - Patch holes larger than nails
 - Closets
 - Take out the trash
- Document a thorough walkthrough
- Forward mail and change subscriptions
- Pick up any necessary medical, school, or pet records
- Don't forget the dry cleaning!
- Arrange for key drop-off
- Leave forwarding information, including accurate phone and address