[YOUR MOVING COMPANY]

MOVE-OUT CHECKLIST

Two weeks out to handing back the keys — check off each line

Name: _____ Phone: _____

Leaving: _____ Hand-over date: _____

Keys handed back — door: ____ mailbox: ____ garage or fob: ____ To: _____

TWO WEEKS BEFORE

- ☐ Give the landlord or agent your move-out date in writing, and ask for their move-out list
- ☐ Book the move-out clean, or keep a whole day free to do it yourself
- ☐ Pick a final service date for power, gas, water and internet
- ☐ Request mail forwarding — allow at least 7 to 10 business days

PUT-BACKS AND REPAIRS

- ☐ Take down the hooks, shelves, TV mounts and adhesive strips you put up
- ☐ Put back anything you swapped out: blinds, shower heads, light fixtures
- ☐ Patch small nail holes if the list asks for it; replace dead bulbs

ONCE IT'S EMPTY

- ☐ Open every cupboard, drawer and closet, then the attic, basement, garage and shed
- ☐ Empty the fridge and freezer; switch them off only if you've been asked to
- ☐ Clean to the move-out cleaning checklist, or have a cleaner do it
- ☐ Photograph every room, wall, floor and appliance once it's clean

HAND-OVER DAY

- ☐ Read the power, gas and water meters and photograph each one
- ☐ Hand back every key, fob, remote and parking pass — count them above
- ☐ Walk through with the landlord or agent; leave your forwarding address
- ☐ File this sheet, the photos and the meter readings in your moving folder

Selling, not renting? Swap the landlord lines for the buyer's agent.

[Your moving company] · [Your phone] · [Your website]

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