



## GETTING MOVE-OUT READY FOR RENTERS

A refined, step-by-step guide to ensure a smooth and professional transition as you complete your tenancy.



### BEFORE YOU MOVE-OUT

As your lease ends, focus on leaving the apartment in great condition and completing all move-out steps.

- For condos or co-ops, confirm move-out procedures with management, including elevator reservations, deposits, and COIs.
- For townhouses or private units, coordinate with your landlord or agent to confirm your move-out date and inspection.

**Important:**

Don't schedule movers or deliveries until you have written approval and the tenant's start date is confirmed. Most buildings require insurance, deposits, and scheduled access — with restrictions on days and hours. Check building policies to stay compliant.

**Reminder:**

Your security deposit cannot be used for last month's rent. Under NY law, full rent is due through your final month. Deposits are only applied to damages or unpaid charges after move-out.

#### 01.

##### Confirm the Timeline

Coordinate your move-out date and access for movers/cleaners with management or your landlord. If you need more time, request an extension early — unauthorized holdovers can result in penalties or deposit loss.

#### 02.

##### Review Lease Requirements

Check your lease's move-out section. Most require the unit to be broom-clean, empty, and free of damage.

#### 03.

##### Give Notice to Vacate

If not already done, provide written notice per your lease (typically 30–60 days). Include your forwarding address for the return of your deposit.

#### 04.

##### Book Movers + Access

Once your date is set, hire a licensed, insured moving company. If in a managed building, reserve the elevator and send the COI ahead of time. Avoid last-minute bookings—NYC buildings often have strict moving hours and blackout dates. If hiring packers, skip to Step 06.

#### 05.

##### Declutter + Pack Early

Begin packing well in advance. Donate or discard unwanted items. Label boxes clearly and remove all trash or bulk items before move-out. Furniture or debris left behind may result in removal fees deducted from your deposit.

#### 06.

##### Cleaning + Repairs

Schedule professional cleaning after move-out. Patch holes, remove wall residue, and restore cosmetic changes unless otherwise approved. [Click here for easy hole-patching tools.]

## 07.

### Cancel Utilities + Services

Cancel or transfer electric, gas, and internet services as of your move-out date. Take photos of meter readings and pay off any balances.

## 08.

### Request Pre-Move-Out Inspection

Ask your landlord or building staff for a walkthrough before move-out. You'll have a chance to fix minor issues ahead of deposit review. Document the apartment's condition with photos or video.

## 09.

### Move-Out Day

Arrive early. Ensure the apartment is empty, broom-clean, and free of damage. Return all keys, fobs, and mailbox keys as instructed—missing keys may result in lock change fees.

## 10.

### Security Deposit Return

Your landlord has **14 days** (per NYS law) to return your deposit with an itemized list of any deductions. Deductions can only be made for:

- Excessive damage
- Unpaid utilities or cleaning fees
- Lease violations

Reminder: **You cannot use your deposit toward rent.** Doing so may violate your lease and hurt your rental history.

## 11.

### Forward Mail + Update Address

Submit a change of address with USPS. Update your bank, subscriptions, and service providers for a seamless transition.

## 12.

### Final Step: Leave on a High Note

Do a final walk-through to ensure everything's in order. A clean, well-maintained apartment helps ensure a full deposit refund and strong reference for future rentals.



#### Schedule a consultation:

[calendly.com/philcompass/30min](https://calendly.com/philcompass/30min)

All information provided is for informational purposes only and subject to change without notice.

*Phil*