

What to do when moving in and out of an apartment

Move In

- Check everything in the apartment
 - Make notes of repairs that need to be made and give to the landlord and/or management company.
- On move in day:
 - Take pictures before moving furniture in (make sure the pictures are clear and show any problems)
 - Fill out a list of damage that is present in the unit (even nail holes).
 - If possible have the landlord and/or manager sign the list.
 - Save a copy of your list for the records.
- While living in the apartment:
 - If a repair problem happens contact the landlord and/or management company (if the tenant causes the damage the tenant will have to pay to have it fixed).
 - Security deposit can not be used to pay rent.
 - Get a receipt for the security deposit, if paid by check indicate it is for a security deposit (keep a copy of the check).
 - Get receipts for rent, canceled checks can count as receipts.

Move Out

- Move everything out of the apartment
 - Fill out the checklist that was filled out upon move in.
 - Have the landlord and/or manager sign the list (make sure to date the form)
 - Walk through the apartment with the landlord and/or manager.
 - Take pictures (make sure the pictures are clear and are the same as move in)
 - Clean the apartment thoroughly.
 - Do not leave items behind, the landlord can charge for removal.
- Receiving your security deposit back
 - Landlords can retain a security deposit for unpaid rent and/or repairs to damages caused by the tenant or tenant's guests.
- Buildings larger than five units
 - Landlords and/or managers seeking to withhold any portion of the security deposit must send the tenant a written notice within 30 days of the move out.
 - If damages are being withheld an itemized list with receipts must be provided.
 - The landlord/manager has 45 days to return the unused portion of the security deposit to the tenants.
 - If the security deposit is not returned nor a damage letter issued tenant can file a claim in court (tenant cannot sue for damages, but can recover court costs).