

# 8 THINGS TO DO

## BEFORE MOVING OUT OF YOUR APARTMENT

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### SCHEDULE A MOVE OUT APPOINTMENT

Contact your apartment community office a few weeks before you move to schedule a move out appointment. At your move out appointment, you'll walk through your apartment with a leasing team member to assess cleaning condition and any damages. It is recommended that you are present for your move out appointment so you are aware of the results.

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### UTILITIES

Your utilities will need to remain on and in your name until the end of your lease responsibility, regardless of when you actually move out. Contact the utility company to tell them when to switch it out of your name. Make sure to provide a forwarding address for final billing.

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### CHECK YOUR MAIL

Make sure you check your mail one last time before handing over your mailbox key.

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### CHANGE YOUR ADDRESS WITH THE POST OFFICE

Make sure you check your mail one last time before handing over your mailbox key.

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### PROVIDE A FORWARDING ADDRESS

Want to get your deposit back quickly? Give your new address to your apartment community office to make sure your deposit check, and any other important information gets to you quickly.

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### RETURN ALL KEYS

As mentioned before, you'll turn in all of your keys at your move out appointment. Make sure you have any and all keys ready to hand over. This includes any key fobs, garage door openers, all keys for your mailbox, controlled access doors, and if applicable, all of your roommate's keys.

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### STOP AUTOMATIC PAYMENTS

If you have set up an online automatic payment service, make sure to cancel your payments after you have paid your last month's rent to stop automatic future payments.

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### SET YOUR HEAT

If you are moving out in the winter months, do not turn off your heat! Rather, set the heat to approximately 60 degrees or at the bottom of the 'comfort zone' indicated on your thermostat.