

L·E·A·D·E·R·S
Moving & Storage Co.

MOVE-OUT SUCCESS GUIDE

Welcome to your move-out guide from
Leaders Moving & Storage Co.!
This checklist will help ensure a smooth move.
Follow these steps for a successful transition to
your new home.



30 DAYS BEFORE MOVE-OUT

- If **renting**, give written notice to your landlord.
- Schedule your move with **Leaders Moving & Storage Co.**
- **Begin sorting** belongings (keep, donate, discard).
- Start **collecting** packing materials.
- **Contact utility companies** to schedule service transfers
- **Review your lease** for specific move-out requirements.
- **Schedule** carpet cleaning (if required).
- Begin **using up** frozen foods and pantry items



14 DAYS BEFORE MOVE-OUT

- **Start packing** non-essential items.
- If **renting**, document existing apartment damage with photos.
- **Schedule** property inspection with landlord.
- **Begin filling holes** from wall hangings.
- **Donate** unwanted items.
- **Organize** important documents (medical records, insurance, etc).
- **Create a floor plan** for your new space to better visualize your furniture placement.

7 DAYS BEFORE MOVE-OUT

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Packing Tasks:

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Pack room by room, starting with least-used areas first

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- ☐ **Label** boxes clearly with contents and destination room.
- ☐ **Set aside** essential items for move day, such as toiletries, medications, and a change of clothes.
- ☐ **Prepare** a “first day” box with immediate necessities for your new home, such as bedding, kitchen supplies, and basic toiletries.

Utility Notifications

Inform the following providers of your change of address and upcoming service transfer dates:

- ☐ Electric company
- ☐ Gas company
- ☐ Water/Sewer
- ☐ Internet/Cable





2-3 DAYS BEFORE MOVE-OUT

Deep Cleaning Checklist

Bathroom

- **Clean** toilet thoroughly, including under the rim and behind the seat.
- **Scrub** shower/tub, and doors/curtain to remove soap scum and mildew
- **Clean** mirror and vanity, removing any toothpaste splatter.
- **Wipe** down cabinets, removing any dust and grime.
- **Clean** floor and baseboards, paying attention to any corners or crevices.
- **Check** damp areas (shower, tub) for mold or mildew

Kitchen

- **Clean** sink and disposal.
- **Clean** all appliance surfaces (in/out of oven, refrigerator, dishwasher)
- **Degrease** stovetop and hood.
- **Disinfect** countertops.
- **Clean** cabinet interiors and exteriors, removing any food debris.
- **Sweep** and **mop** floors thoroughly.

Living Areas/Bedrooms

- **Dust** all surfaces, including shelves, picture frames, and furniture.
- **Clean** windows and tracks, removing any dirt or debris.
- **Wipe** down baseboards, removing any dust or grime.
- **Clean** light fixtures, replacing burnt-out bulbs.
- **Vacuum** carpets, paying attention to any high-traffic areas.
- **Clean** all floors, including hard-surface floors like tile or hardwood.

MOVE-OUT DAY FINAL CHECKLIST:

- ☐ Remove all personal belongings, including any items in storage units or closets.
- ☐ Clean any remaining areas you may have missed during the deep cleaning.
- ☐ Check all closets and cabinets, ensuring they are empty and clean.
- ☐ Take final photos of the clean property to document your efforts and protect yourself in case of any disputes. Document utility meter readings for gas, water, and electricity.
- ☐ Complete the walk-through with the property manager, pointing out any existing damage or repairs that were not addressed during your tenancy.
- ☐ Turn in all keys, garage openers, and any other property belonging to the landlord. Provide a forwarding address for your security deposit to be returned.

SECURITY DEPOSIT PROTECTION TIPS:

Document Everything

- ☐ Take dated photos of every room to document the condition of the property upon move-in and move-out. Record videos of working appliances to prove they were in good working order.
- ☐ Save copies of cleaning receipts and maintenance request records to demonstrate your efforts to maintain the property.

Property Protection

- ☐ Use felt pads under furniture to prevent scratches on the floors.
- ☐ Clean spills immediately to prevent staining or damage to carpets or furniture.
- ☐ Report maintenance issues promptly to the landlord to avoid potential deductions from your security deposit.

