



## Winthrop University Comprehensive Move-In Checklist

Moving off campus is exciting — but preparation protects you. Use this checklist to stay organized, avoid unexpected costs, and document everything properly on move-in day.

Student Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

### **STEP 1: Before Move-In Day**

- Confirm lease start date and key pickup time
- Pay required move-in fees (deposit, first month's rent, etc.)
- Set up utilities (electric, water, internet, trash)
- Purchase renter's insurance (if required or recommended)
- Coordinate move-in time with roommates
- Confirm parking arrangements
- Save copies of lease and payment receipts

### **STEP 2: What to Bring on Move-In Day**

- Copy of signed lease
- Government ID
- Phone charger
- Cleaning supplies
- Camera or smartphone for documentation
- Inspection checklist (if provided)



### **STEP 3: Inspect & Document the Unit Immediately**

- Complete official move-in inspection form
- Take photos and videos of every room
- Photograph walls, floors, ceilings
- Document scratches, stains, dents, or damage
- Test all appliances (stove, refrigerator, microwave)
- Run faucets and flush toilets
- Check heating/AC functionality
- Confirm smoke detectors are working
- Check locks on doors and windows
- Submit inspection form by required deadline

Important: Your photos are your protection. If damage is not documented at move-in, you could be charged at move-out.

### **STEP 4: Confirm Utilities & Services**

- Electricity is active
- Water is running properly
- Internet is connected
- Trash pickup schedule confirmed
- Mailbox and package access set up

### **STEP 5: Roommate Coordination**

- Confirm rent payment method and due date
- Confirm how utilities will be split
- Review roommate agreement



Establish quiet hours and guest expectations

Exchange emergency contact information

**STEP 6: Safety & Security Check**

Identify nearest emergency exits

Locate fire extinguisher (if provided)

Save landlord/maintenance contact number

Save local emergency number (911)

Identify well-lit parking areas

**STEP 7: First Week Follow-Up**

Submit any additional maintenance requests

Confirm all roommates have paid required amounts

Review monthly budget with actual utility estimates

Store lease and documentation in secure digital folder

**Notes & Observations**

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