



## Winthrop University Comprehensive Move-Out Companion Checklist

Moving out requires planning and documentation. This checklist helps protect your security deposit, avoid unexpected charges, and close your lease responsibly.

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

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

Lease End Date: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

### **STEP 1: 30–60 Days Before Move-Out**

- Review lease for notice requirements (how many days required?)
- Submit written notice to landlord/property manager
- Confirm move-out procedures in writing
- Ask about pre-move-out inspection (if offered)
- Clarify security deposit return process and timeline

### **STEP 2: Two Weeks Before Move-Out**

- Schedule utility shut-off or transfer dates
- Update mailing address (USPS, bank, subscriptions, employer)
- Coordinate move-out plan with roommates
- Review shared damage responsibility agreement
- Begin packing non-essential items



### **STEP 3: Cleaning & Minor Repairs**

- Remove all personal belongings
- Patch small nail holes (if allowed by lease)
- Clean kitchen appliances (oven, refrigerator, microwave)
- Wipe cabinets and countertops
- Clean bathrooms thoroughly
- Vacuum and/or mop floors
- Remove trash and dispose properly
- Replace burnt-out light bulbs

### **STEP 4: Document the Condition**

- Take photos of every room
- Photograph walls, floors, appliances, and bathrooms
- Document any existing damage
- Save timestamped photos/videos in secure folder
- Complete final inspection form (if provided)

Important: Documentation protects your security deposit. If damage is not documented at move-out, you may be charged.

### **STEP 5: Final Walkthrough & Key Return**

- Confirm all roommates have removed belongings
- Return all keys, fobs, and parking passes
- Obtain written confirmation of key return
- Confirm forwarding address for deposit return



- Keep copy of any final paperwork

**STEP 6: After Move-Out**

- Monitor email for deposit statement
- Review any damage charges carefully
- Follow up if deposit is not returned within lease/state guidelines
- Retain documentation until deposit is resolved

**Notes & Follow-Up**

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