

Renter Moving Checklist

Moving from one leased home or apartment to another in the same area

How to use this checklist: Work through each phase in order. Check off items as you complete them. The biggest renter-specific priority: protecting your security deposit at the old place and documenting everything at the new one.

LEAVING Phase 1 — Know Your Lease & Find Your Next Place

60 days
before

Read your lease carefully. Give proper notice. Start your search early.

■ REVIEW YOUR CURRENT LEASE

- ☐ Pull out your current lease and read the move-out section carefully
- ☐ Note the required notice period — typically 30 or 60 days (check your lease)
- ☐ Note any specific move-out cleaning requirements (professional carpet cleaning, etc.)
- ☐ Check for early termination clauses or fees if breaking lease before end date
- ☐ Confirm the exact lease end date and any auto-renewal provisions
- ☐ Review what is considered normal wear and tear vs. tenant-caused damage
- ☐ Locate your move-in condition report and inspection photos if you have them

■ FINDING YOUR NEW RENTAL

- ☐ Define your must-haves vs. nice-to-haves for the new place
- ☐ Set a realistic budget including rent, deposits, and pet fees
- ☐ Research target neighborhoods — commute, walkability, safety, amenities
- ☐ Begin actively searching listings (Zillow, Apartments.com, Facebook, local property managers)
- ☐ Schedule tours for top candidates
- ☐ Prepare your renter application package: pay stubs, bank statements, ID, references
- ☐ Check (and if needed, improve) your credit score — landlords typically require 620+

LEAVING Phase 2 — Give Official Notice

Notice
deadline
per lease

Submit written notice by the deadline in your lease. Keep a dated copy.

■ WRITTEN NOTICE TO LANDLORD

- ☐ Submit written move-out notice by the deadline required in your lease
- ☐ Include your full name, unit address, and intended move-out date
- ☐ Include your forwarding address — required in most states to receive your deposit
- ☐ Send via certified mail or email with read receipt — keep a dated copy for your records
- ☐ Confirm receipt with your landlord or property manager
- ☐ Ask about the formal move-out inspection process and how to schedule it
- ☐ Request a copy of their move-out cleaning checklist if they have one

■ SECURING YOUR NEW RENTAL

- ☐ Submit application(s) to your top new rental choices
- ☐ Pay any application fees
- ☐ Once approved: review new lease carefully before signing
- ☐ Note new lease start date — confirm it aligns with your move-out date
- ☐ Pay security deposit and first (and last, if required) month's rent
- ☐ Get renter's insurance for new address — often required by landlord, always a good idea
- ☐ Ask about move-in inspection process at new place and document everything on day one

LEAVING Phase 3 — Document, Declutter & Prep

4-5 weeks
before

Document everything. Declutter. Handle repairs before move-out inspection.

■ DOCUMENT YOUR CURRENT UNIT

- ☐ Do a full photo and video walkthrough of your current unit — every room, every wall
- ☐ Photograph all appliances, fixtures, floors, and ceilings
- ☐ Compare photos to your original move-in photos — note any damage you may owe for
- ☐ Take timestamped photos (use a phone with date/time visible)
- ☐ Document any pre-existing damage that was present when you moved in
- ☐ Save all photos in a labeled folder (e.g., Apt-123-MoveOut-Photos)

■ DECLUTTER & SORT BELONGINGS

- ☐ Sort everything: keep, donate, sell, or discard
- ☐ List sellable items on Facebook Marketplace, eBay, or Craigslist
- ☐ Schedule donation pickup or drop-off — save receipts for tax deductions
- ☐ Start collecting free moving boxes (liquor stores, grocery stores, Buy Nothing groups)
- ☐ Order packing supplies: tape, bubble wrap, packing paper, markers

■ REPAIRS & MAINTENANCE

- ☐ Patch small nail holes with spackle and touch up paint (match original color)
- ☐ Replace any burned-out light bulbs
- ☐ Replace HVAC filters if you are responsible per your lease
- ☐ Fix any minor damage you caused (broken blinds, cabinet handles, towel bars, etc.)
- ☐ Address carpet stains — rent a cleaner or hire a professional if your lease requires it
- ☐ Do not make any unauthorized alterations or improvements

MOVING Phase 4 — Logistics & Notifications

3-4 weeks
before

Hire movers, submit change of address, notify key parties, set up utilities.

■ HIRE MOVERS OR ARRANGE TRUCK

- ☐ Decide: professional movers, rental truck, or friends/family
- ☐ Get 3 written quotes from moving companies if hiring pros
- ☐ Check mover reviews and verify licenses (FMCSA lookup: safer.fmcsa.dot.gov)
- ☐ Book movers or reserve a moving truck — popular dates fill up fast
- ☐ Check if your current building requires a moving elevator reservation or loading dock permit
- ☐ Check if your new building has move-in time restrictions or elevator reservation requirements
- ☐ Arrange parking for the moving truck at both locations

■ NOTIFY KEY PARTIES

- ☐ Submit change of address with USPS at usps.com/move — do this at least 2 weeks out
- ☐ Notify employer HR for payroll and direct deposit
- ☐ Update banks, credit unions, and credit card companies
- ☐ Update brokerage and investment accounts
- ☐ Update insurance providers (health, auto, life, renters)
- ☐ Notify subscription services (Amazon, meal kits, magazines, streaming boxes, etc.)
- ☐ Update your doctor, dentist, and other healthcare providers
- ☐ Notify your children's school and request records transfer if applicable
- ☐ Update voter registration with new address
- ☐ Notify friends and family with new address

■ UTILITIES

- ☐ Schedule disconnect of utilities at current address (electric, gas, water, internet, cable, security)
- ☐ Try to overlap disconnect by 1 day with move-out date in case move runs long
- ☐ Set up utilities at new address: electric, gas, water, internet, cable
- ☐ Cancel or transfer city-specific accounts (parking permits, trash service, etc.)
- ☐ Cancel gym, library card, or local memberships tied to your old address

MOVING Phase 5 — Pack Up & Final Prep

1-2 weeks
before

Pack room by room. Prepare your move-out clean. Handle final tasks.

■ PACKING

- ☐ Pack room by room — label every box with contents and destination room
- ☐ Use color-coded tape or stickers per room to direct movers
- ☐ Pack a first night bag: toiletries, chargers, medications, change of clothes, snacks
- ☐ Pack an essentials box: toilet paper, paper towels, trash bags, basic tools, cleaning supplies
- ☐ Disassemble large furniture and keep all hardware in labeled zip-lock bags taped to the piece
- ☐ Photograph TV, AV equipment, and computer cable setups before unplugging
- ☐ Transport valuables (jewelry, important documents) yourself — do not put in moving truck
- ☐ Defrost and clean the refrigerator/freezer 24-48 hours before move

■ FINAL TASKS AT CURRENT RENTAL

- ☐ Return library books, borrowed items, and rental equipment
- ☐ Collect items from dry cleaner, storage units, or repair shops
- ☐ Cancel or transfer local memberships (gym, clubs, rec center)
- ☐ Fill any prescriptions you'll need immediately after the move
- ☐ Confirm childcare or pet care plan for moving day
- ☐ Schedule your move-out professional cleaning — book HCCA in advance, move season fills fast

HCCA Fort Worth — OMG, I'M MOVING! Move-Out Cleaning Service

A professional move-out clean is one of the smartest investments you can make before handing over keys. Cleaning deductions are among the most common reasons security deposits don't come back in full — and what landlords charge for a clean-out is rarely a small number. We hand-wash every surface, clean every cabinet interior, and scrub every bathroom to the grout. **Call (817) 395-1050 or visit hccafortworth.com/move-in-move-out-house-cleaning**

MOVING Phase 6 — Moving Day

Move day

Final walkthrough at old rental. Get your deposit back. Set up at new place.

■ AT THE OLD RENTAL

- ☐ Do a room-by-room walkthrough before movers arrive
- ☐ Confirm professional cleaning is complete before move-out inspection
- ☐ Take timestamped photos of every room after cleaning and before handoff
- ☐ Final walkthrough after everything is out: check all closets, cabinets, storage
- ☐ Return all keys, fobs, mailbox keys, garage remotes, and parking passes
- ☐ Turn off all lights, fans, and thermostat
- ☐ Verify all windows and doors are locked
- ☐ Get written confirmation of move-out condition from landlord if possible

■ AT THE NEW RENTAL

- ☐ Do a full move-in inspection walkthrough and document everything — photos and video
- ☐ Note any pre-existing damage on the move-in condition report — get landlord to sign
- ☐ Schedule a move-in professional clean before unpacking — start truly fresh
- ☐ Direct movers to place boxes in correct rooms using your labels
- ☐ Set up beds and bathrooms first — you will need them at end of day
- ☐ Locate main water shutoff, electrical panel, and circuit breakers
- ☐ Test smoke detectors and carbon monoxide alarms
- ☐ Tip your movers if they did a good job (15-20% is standard)

SETTLING Phase 7 — Settle In & Secure

First week

Secure your new home. Handle admin. Get settled.

■ SAFETY & SECURITY

- ☐ Change all locks and exterior door codes immediately
- ☐ Re-key or replace garage door codes

- ☐ Check and replace smoke detector and CO alarm batteries
- ☐ Walk the perimeter — check fence gates, outdoor lighting, entry points

■ **ADMIN & RECORDS**

- ☐ Confirm your address change is processing with USPS
- ☐ Update your driver's license and vehicle registration (Texas: 90 days if staying in-state)
- ☐ Update voter registration
- ☐ Confirm renter's insurance is active at new address

■ **HOME SETUP**

- ☐ Test all outlets, light switches, and ceiling fans
- ☐ Replace HVAC air filters
- ☐ Check for any pests or signs of moisture issues
- ☐ Learn your new trash, recycling, and bulk pickup schedule
- ☐ Meet your neighbors!

"Less Cleaning. More Living. That's the HCCA Promise."

Home Cleaning Centers of America — Keeping America Beautiful . . . One House at a Time