Before Move-In Day

1. **Sign Lease**: Review and sign your lease agreement.
2. **Security Deposit**: Pay the security deposit.
3. **First Month’s Rent**: Pay the first month’s rent.
4. **Set Up Utilities**: Arrange for electricity, gas, water, internet, and other essential services to be activated by move-in day.
5. **Renter’s Insurance**: Purchase renter’s insurance for additional protection.
6. **Inspect the Apartment**: Schedule a walk-through with the landlord to note any existing damages.

Move-In Inspection Checklist

**General**

- **Walls and Ceilings**: Check for cracks, holes, or marks. Verify paint condition.
- **Floors**: Inspect for scratches, stains, or damage. Check carpets for cleanliness and wear.
- **Doors**: Ensure doors open and close smoothly. Check for damage or missing hardware. Verify that locks work properly.
- **Windows**: Confirm windows open, close, and lock properly. Check for cracks or broken glass. Inspect screens for tears or holes.
- **Lighting**: Test all light switches and fixtures. Replace any burnt-out bulbs.
- **Outlets and Switches**: Test all electrical outlets. Ensure switches function correctly.

**Kitchen**

- **Appliances**: Test the stove, oven, and range hood. Check the refrigerator and freezer for cleanliness and functionality. Inspect the dishwasher for proper operation. Test the microwave.
- **Cabinets and Drawers**: Check for damage or missing hardware. Ensure they open and close smoothly.
- **Sink and Plumbing**: Test the faucet for hot and cold water. Check under the sink for leaks.
- **Countertops**: Inspect for scratches, stains, or other damage.

**Bathroom**

- **Toilet**: Flush to ensure proper operation. Check for leaks around the base.
- **Sink and Plumbing**: Test the faucet for hot and cold water. Check under the sink for leaks.
- **Shower/Bathtub**: Test the water pressure and temperature. Check for drainage issues. Inspect the tub and tiles for cracks or mildew.
- **Cabinets and Drawers**: Check for damage or missing hardware. Ensure they open and close smoothly.
- **Ventilation**: Test the exhaust fan.
**Move-In & Move-Out Checklists**

**Bedrooms**
- **Bedding**: Check for bed condition and bugs
- **Closets**: Ensure closet doors open and close smoothly. Check for any damage or missing hardware.

**Utility and Miscellaneous**
- **Water Heater**: Ensure it provides hot water. Check for any leaks or issues.
- **Laundry**: Test the washer and dryer (if included). Check for any leaks or operational issues.
- **Smoke and Carbon Monoxide Detectors**: Test all detectors to ensure they are functioning.

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**Move-Out Checklist**

**Before Move-Out Day**
- **Provide Notice**: Give written notice to your landlord as required by your lease (usually 30-60 days in advance).
- **Address Change**: Update your address with the post office, banks, subscription services, and other relevant parties.
- **Transfer/Cancel Utilities**: Arrange for disconnection or transfer of utilities to your new address.
- **Clean Thoroughly**: Deep clean the entire apartment, including appliances, windows, floors, and fixtures.
- **Repair Damages**: Fix any damages you are responsible for to avoid deductions from your security deposit.
- **Schedule Walk-Through**: Arrange a final inspection with your landlord.

**Move-Out Day**
- **Final Cleaning**: Do a final sweep to ensure the apartment is spotless.
- **Document Condition**: Take photos of the cleaned and empty apartment as evidence of its condition.
- **Return Keys**: Return all keys, fobs, and access cards to the landlord.
- **Remove Belongings**: Ensure all personal items are removed from the apartment.

**After Move-Out**
- **Follow Up on Deposit**: Contact your landlord if you do not receive your security deposit within the specified timeframe (usually 30 days).
- **Pay Remaining Bills**: Ensure all outstanding utility bills are paid and accounts are closed.