

Move-In Checklist

Commit to Lease

- ☐ Confirm all questions and maintenance actions needed
- ☐ Confirm and schedule possession turnover date
- ☐ Sign the Lease – keep an original copy OR a scanned final signature will be provided to you
- ☐ Pay the security deposit – 1 month's rent
- ☐ Provide move-out notice to your prior Landlord, if applicable

Prepare for Possession

- ☐ Forward your mail with USPS
 - [US Postal Service](#) (Hold & Forward US Mail, Address change) 1-800-275-8777
- ☐ Schedule turn-on and transfer all utilities
 - [MidAmerican Energy](#) (Gas & Electric) 1-888-427-5632
 - [American Water Company](#) (Water) enrolls your sewer & waste 1-866-641-2108
 - [City of Bettendorf](#) (Sewer & Solid Waste) 1-563-344-4003
 - [City of Davenport](#) (Sewer & Solid Waste) 1-563-326-7923
 - [Mediacom](#) (Coax Internet, Cable TV & VOIP Phone) 1-888-847-6228
 - [Metronet](#) (Fiber Optic Internet) 1-877-407-3224
 - [Dish Network](#) (Satellite) 1-888-825-2557
 - [Direct TV](#) (Satellite) 1-888-777-2454
 - [Century Link](#) (Internet, Land Phone) 1-800-241-1111
- ☐ Pay first month's rent (on or prior to possession day)
 - Schedule recurring monthly rent transfers or bill pay as desired

Move In to the Home – Possession Day!

- ☐ Meet your landlord or representative and conduct your initial walkthrough inspection
- ☐ Receive all keys and garage door openers
- ☐ Reprogram garage keypad code
- ☐ Conduct household move
- ☐ Communicate all known or found items needing maintenance – they will be repaired!

Post Move Actions

- ☐ Confirm all utility services are indeed working and transferred
- ☐ Regularly communicate all known items needing maintenance or repair

Move Out Checklist

60 to 30 days remaining

- ☐ Provide move-out notice (lease termination) to Landlord
 - Sooner is always better but need minimum of 1 month notice, per the lease.

30-7 days remaining

- ☐ Pay last month's rent
- ☐ Conduct 30 day initial walk-through
 - Communicate any / all known items needing maintenance or repair
 - Review potential security deposit impacts / items not of normal wear nature
- ☐ Forward your mail with USPS
 - [US Postal Service](#) (Mail, Address change) 1-800-275-8777
- ☐ Communicate Forwarding Address to Landlord
- ☐ Schedule cancellation and transfer all utilities per your last day
 - [MidAmerican Energy](#) (Gas & Electric) 1-888-427-5632
 - [American Water Company](#) (Water) enrolls your sewer & waste 1-866-641-2108
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 - [Century Link](#) (Phone) 1-800-241-1111
- ☐ Schedule Carpet cleanings ([Stanley Steemer](#)) 1-563-355-2321
- ☐ Collaborate and Facilitate...
 - SHOWINGS to new candidate tenants
 - Timely turnover REPAIRS as appropriate with maintenance crews

7 days remaining

- ☐ Conduct physical move of all furnishings and possessions
- ☐ Clean your Home!
 - Remove all personal items
 - Dispose of all trash and debris
 - Sweep/Vacuum all floors
 - Clean carpets (Stanley Steemer or equivalent process, NO SOAP!)
 - Wipe all surfaces, inside and outside cabinets
 - Clean all appliances
 - Clean all / any excessive dirt and debris accumulation
- ☐ Clean-up Property on outside
 - Dispose of all outdoor trash and debris
 - Remove personal outdoor items and materials accumulated
 - Clear and clean debris from any outbuildings, sheds and garage area
 - Perform final yard clean up: Mow, rake, trim as required

Final Day

- ☐ Return all keys
- ☐ Return garage door openers
- ☐ Reprogram or share garage door code for keypad entry, if applicable
- ☐ Conduct on-site turnover and final walkthrough
- ☐ Confirm and communicate any expected security deposit impacts, if applicable

30 days post-move, no later than

- ☐ Confirm final utility bills are paid in full (especially Energy, City Water, City Sewer)
- ☐ Receive returned security deposit (or balance if applicable)
- ☐ If applicable, receive reconciled statement with applied charges