



Move Out Checklist

Two Month's Before You Move:

- Reserve a rental truck or make arrangements to borrow one
- Fill out post office change-of-address form online
- Make arrangements for storage or a place to stay temporarily if necessary
- Begin collecting boxes

A Month Before You Move:

- Schedule disconnection of all utility services at your old home (for one day after)
- Schedule utility connections at your new one (for one day prior)
- Change your address with all subscriptions
- Notify any creditors or banking institutions of your new address
- Use this form to send us your forwarding address so we can get your security deposit to you

The Day You Move:

- Make sure all keys, parking remotes, laundry cards and parking tags are handed over at your check out appointment or left behind when you leave. There is a fee if these items are not returned.
- Don't take any furnishings that came with the apartment (you will be charged)
- Remove your food from the refrigerator and leave it running
- Make sure all light bulbs are working before you leave

What To Do With Your Garbage:

- Do NOT put garbage in cardboard boxes
- Boxes must be flattened and bundled for recycling
- Do not take the garbage cans and recycling carts with you
- Do not pile garbage or large items around the cans or dumpsters
- Put all garbage in a bag and then in the container, do not toss loose items
- Do not pile trash or recyclables on top of furniture or appliances at the curb
- Keep larger metal items separate from other material so they may be recycled
- In Madison, microwaves and refrigerators (all sizes) for disposal require a permit, available for purchase on the City of Madison's website
- Please consider dropping off re-usable items with St. Vincent DePaul or Goodwill.