

Housing Department Move-Out Checklist

Print and use this Check-List to help make your move-out/relocation as smooth and trouble free as possible.

DO THESE THINGS AT LEAST TWO WEEKS BEFORE YOU MOVE

- BY THIS TIME YOU SHOULD HAVE RESERVED YOUR MOVING TRUCK
- CHANGE ADDRESS WITH U.S. POST OFFICE
- CANCEL/CHANGE PSE&G UTILITY ACCOUNT
- CANCEL/CHANGE CABLE TV ACCOUNT
- CHANGE/CANCEL TELEPHONE ACCOUNT PH: 1-800.427.9977 or www.verizon.com
- CONTACT N.J. MOTOR VEHICLE COMMISSION TO CHANGE DRIVERS LICENSE ADDRESS INFORMATION <http://www.state.nj.us/mvc/> (ONLY IF YOU ARE LEAVING NEW JERSEY)
- REMOVE YOUR NAME FROM YOUR APARTMENT MAILBOX.

DO THESE THINGS TO HELP ELIMINATE DEDUCTIONS FROM YOUR SECURITY DEPOSIT FOR CLEANING AND REPAIR CHARGES

- CLEAN STOVE, AND, ON SOME MODELS, UNDER THE TOP
- CLEAN OVEN AND OVEN RACKS
- CLEAN REFRIGERATOR AND FREEZER
- CLEAN BATH AND TILE
- REPAIR HOLES IN WALLS AND CEILING
- "BROOM CLEAN" APARTMENT
- REMOVE ITEMS FROM STORAGE
- RETURN ALL KEY(S) TO THE HOUSING DEPARTMENT **ON OR BEFORE** YOUR VACATE DATE. USE SUPERINTENDENT DROP BOX AFTER HOURS. THE HOUSING DEPARTMENT ALSO HAS A KEY DROP BOX LOCATED IN THE MA CMILLIAN COURTYARD.

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It is our hope that this tool will help you to avoid possible after-move-out charges.