



Tenant's Rights: Move Out Information

IF YOU WERE GIVEN A MOVE-OUT DATE BY THE COURT:

Check off the boxes below to ensure you're ready to go!

Before You Start to Pack:

- ☐ Know your move out day and make sure you are ready to be out. If you have any issues, contact your landlord ASAP so they are aware.
- ☐ Take pictures of your unit as you move out—no matter what. You want to have documented proof of the condition of your unit—just in case you or your landlord come back to court.
 - Avoid fuzzy photographs.
 - Avoid distracting items in the pictures.
 - Use good lighting and clear angles.
 - **NOTE:** It is not recommended that you take videos as they are not easily filed with the court.

Next Steps:

- ☐ Gather all your belongings—your landlord can throw away anything you leave behind.
- ☐ Clean the property: vacuum, mop (so that no debris remains), and wipe down counter tops and windows
- ☐ Give your landlord your new address so you can get your security deposit and/or the letter describing why you did not get your security deposit back.
 - **NOTE:** You can also have your mail forwarded by USPS online. Your landlord cannot take money out of your security deposit for “normal wear and tear” damages to the unit. You should receive your security deposit and/or letter within 21 days of moving out. If you do not, contact the Marquette Volunteer Legal Clinics to speak to an attorney about next steps.
- ☐ Lock all windows and doors before you officially move out.
- ☐ Have your electricity, water, internet, and other utilities shut off and taken out of your name.
- ☐ Return all sets of keys to your landlord. You should take pictures of the keys in the place where you were asked to return them. You must tell your landlord, preferably in writing, that you are officially moved out of the property.
 - **NOTE:** Some landlords will provide forms that show your keys have been returned.

BOTTOM LINE: DOCUMENT, DOCUMENT, DOCUMENT!



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IF YOU ARE VOLUNTARILY MOVING OUT:

Check off the boxes below to ensure you're ready to go!

Before You Start to Pack:

- ☐ Give your landlord written notice that you are moving out with a specific day and time that you expect to turn in the keys. Landlords will commonly send you a form to fill out.
 - **NOTE: Some landlords require a 30-, 60-, or 90-Day Notice before you move out. This should be detailed in your lease. If you do not have a copy of your lease, ask the landlord, manager, or office for one.**
- ☐ Take pictures of your unit as you move out—no matter what. You want to have documented proof of the condition of your unit—just in case you or your landlord come back to court.
 - Avoid fuzzy photographs.
 - Avoid distracting items in the pictures.
 - Use good lighting and clear angles.
 - **NOTE: It is not recommended that you take videos as they are not easily filed with the court.**

Next Steps:

- ☐ Gather all your belongings—your landlord can throw away anything you leave behind.
- ☐ Clean the property: vacuum, mop (so that no debris remains), and wipe down counter tops and windows
- ☐ Give your landlord your new address so you can get your security deposit and/or the letter describing why you did not get your security deposit back.
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- ☐ Lock all windows and doors before you officially move out.
- ☐ Have your electricity, water, internet, and other utilities shut off and taken out of your name.
- ☐ Return all sets of keys to your landlord. You should take pictures of the keys in the place where you were asked to return them. You must tell your landlord, preferably in writing, that you are officially moved out of the property.
 - **NOTE: Some landlords will provide forms that show your keys have been returned.**

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