

North Berkeley Properties
2115 Shattuck Ave, Berkeley, CA 94704
(510) 849-0882 phone - (510) 849-0387 fax

MOVE-OUT CHECKLIST

****DO NOT return this form to the office - this is for the departing resident(s) to keep****

- _____ 1. Provide proper notice to the rental office and indicate a forwarding address for the security deposit check. All occupants must sign the move-out form avail in the office or website (www.northberkeleyproperties.com – under “resources” tab, left margin)
- _____ 2. (OPTIONAL) Request a move-out inspection of your unit at least 2 weeks prior to move-out. The purpose of the inspection is to identify serious damage or other items that may be deducted from your security deposit. Please see back of this page for details.
- _____ 3. Check with the office re: last rent payment amount and any outstanding balances or fees on your account. Security deposit is **NOT** a last month’s rent unless you have received permission from the office.
- _____ 4. Schedule termination of utilities and services at the apartment.
- _____ A. Notify PG&E of move-out (www.pge.com or 1-800-PGE-5000). Early termination of utility service will be charged to deposit.
- _____ B. Cancel all internet/phone/cable service (return all rented/borrowed equipment to service provider if applicable)
- _____ C. Change/cancel magazine or newspaper subscriptions
- _____ 5. Contact the local USPS post office to forward all mail. Forms are available in the post office or go to USPS.com for online service - \$1 online charge)
- _____ A. Make sure you do not have any in-transit packages that will be delivered to the apt once you vacate.
- _____ B. Change default mailing addresses on your online accounts (Amazon.com, bank statements, credit card bills, insurance, vehicle registration, etc)
- _____ C. Change home address with employers or educational institutions to ensure paychecks, IRS tax forms, and transcripts/diplomas arrive at your new address.
- _____ 6. Clean unit and remove all belongings. (See back page for detailed list)
- _____ 7. Lock all apartment doors and windows and return keys to office no later than **12:00 PM on your move-out day**. Make sure all keys (front door, building entrance, mailbox, laundry, storage, garage, etc.) are returned along with any garage remotes. There is a \$10 fee for each missing key except for building entry keys which are charged a \$150-\$200 fee for each missing key.

Return all keys together – DO NOT have roommates return each key set separately. Find out which roommate will leave last and have them return all the keys to the office.

Use the labeled plastic baggie provided by the office to return keys – If the office is closed leave key bag in rent drop box. Make sure bag is labeled clearly with your apartment address.

NEVER mail keys to the office in envelopes – the envelope will tear and the keys will fall out. Lost key charges will apply.

APARTMENT CLEANING CHECKLIST

- _____ 1) Sweep, mop, and vacuum floors
- _____ 2) Steam clean carpeting (if present). Save receipt and provide copy to office or hire cleaners directly thru office.
- _____ 3) Clean the inside/outside of all apartment appliances (fridge/freezer, dishwasher, microwave, stove, oven, etc.) – If your apartment has removable drip pans on the stove there is no need to clean these as they will be replaced for the new tenants at no cost.
- _____ 4) Clean all surfaces in kitchen and bathroom areas (counters, cabinets, sinks, fixtures, etc.)
- _____ 5) Remove all nails/tacks/stickers from walls and ceilings. Patch all large holes – anything larger than the width of your pinky finger. Ignore any holes smaller in width.
- _____ 6) Turn fridge/freezer down to lowest temp setting – DO NOT turn off b/c water will leak!
- _____ 7) If you received permission from office to paint your apartment in custom colors you will need to repaint the apartment to the original color. All other tenants – DO NOT paint anything in your apartment if you did not request custom colors. Minor scratches and scuff marks are OK.
- _____ 8) Remove all personal belongings from apartment and any storage/parking areas. DO NOT dump items in the common areas or parking garage. Residents that do so will be charged hauling fees on their security deposits.

Utilize Craigslist.org or other charities for furniture donation.

MOVE-OUT INSPECTION

Residents may wish to schedule a walkthru inspection of the apartment to identify damages/issues that will be deducted from the deposit. In most cases, residents generally receive all of their deposits back as long as the apartment is properly cleaned with all personal belongings removed and no major damage.

North Berkeley Properties does not deduct for “normal wear and tear” (paint scratches/chips, small holes, burned out light bulbs, etc.) or for anything documented on your move-in checklist.

Dirty apartments, furniture dumped in street/parking lots will result in deductions to your deposit. In addition, damage that is intentional or is a result of negligence will result in additional deductions. This includes but is not limited to: broken/cracked windows, damaged appliances, missing items, large carpet stains, fire damage, etc.

Departing residents are welcome to request an inspection. The office needs a minimum of 2 weeks to schedule an inspection. Inspections are conducted weekdays from 10am – 5pm. If residents are unavailable the inspector will leave a detailed checklist of issues that need to be taken care of.