

Move-In / Move-Out Checklist

Use this checklist to help make your move-in and move-out as smooth as possible. We recommend taking date-stamped photos and videos along the way so everyone has a clear record of the property's condition.

PART 1 — MOVING IN

BEFORE MOVE-IN DAY

- ☐ First month's rent and security deposit must be paid before move-in, according to your lease instructions.
- ☐ If your lease makes you responsible for utilities, please transfer applicable services into your name before your move-in date. This may include PG&E, water, sewer, trash, or other local services.
- ☐ Review and countersign the move-in condition report our office provides.
- ☐ Take date-stamped photos and video of every room before bringing in furniture — a clear record protects everyone.

ON MOVE-IN DAY

- ☐ Walk each room with your move-in condition report and note any pre-existing damage.
- ☐ Report any damage not noted on the move-in form to our office in writing within 48 hours.
- ☐ Test smoke detectors, carbon monoxide detectors, and all appliances.
- ☐ Locate the water shutoff valve and circuit breaker panel.
- ☐ Confirm you have all keys, mailbox keys, and any garage door openers.

GOOD TO KNOW: YOUR CALIFORNIA DEPOSIT RIGHTS

21 days	After you vacate and return possession of the home, Croskey Real Estate has 21 calendar days to mail a full deposit refund or an itemized statement of deductions, as required by California Civil Code §1950.5.
Pre-move-out inspection	You may request a pre-move-out inspection during the two weeks before your move-out date, so you have an opportunity to address items that may affect your deposit. Contact our office to schedule — it is free.
Written notice	If you are planning to move out, written notice is required. For most month-to-month tenancies, tenants must provide at least 30 days' written notice, unless your lease or applicable law requires a different notice period. Please review your lease and contact our office with any questions.

Planning to move? Please submit your written Notice to Vacate using the form on our website, and feel free to call our office with any questions — we are happy to help you plan the timeline.



Scan for the full guide,
Notice to Vacate form,
and FAQs

PART 2 — MOVING OUT: LEAVING THE HOME READY FOR THE NEXT RESIDENT

KITCHEN

- ☐ Clean oven, stovetop, and hood vent — degrease all surfaces thoroughly.
- ☐ Wipe down interior and exterior of all cabinets and drawers.
- ☐ Clean refrigerator inside and out, including the drip pan underneath.
- ☐ Clean dishwasher interior and filter.
- ☐ Wipe countertops, backsplash, and sink. Remove any hard water deposits.

BATHROOMS

- ☐ Scrub tub, shower, toilet bowl, and sink thoroughly.
- ☐ Clean all mirrors and fixtures.
- ☐ Remove mold or mildew from grout and caulk. Replace caulk if damaged.
- ☐ Clean exhaust fan cover.
- ☐ Leave towel bars, toilet paper holders, and any installed hardware intact.

BEDROOMS AND LIVING AREAS

- ☐ Sweep and mop all hard floors. Remove scuffs from vinyl or tile.
- ☐ Wipe down all baseboards, window sills, and blinds.
- ☐ Clean interior window glass. Clean exterior glass on ground-floor windows you can safely reach.
- ☐ Remove all nails, hooks, and anchors. Properly patch holes and use matching paint where appropriate.
- ☐ Clean ceiling fans, light fixtures, and switch plates.

EXTERIOR AND GARAGE

- ☐ Mow lawn and trim edges. Remove weeds from flower beds.
- ☐ Clear patio and backyard of all personal belongings and debris.
- ☐ Sweep the garage floor and remove all items.
- ☐ Ensure trash and recycling bins are empty and in their designated area.
- ☐ Replace all burned-out light bulbs with the correct wattage.
- ☐ Clean sliding door tracks and ensure doors glide smoothly.

BEFORE RETURNING KEYS

- ☐ Remove all personal belongings from the home, closets, cabinets, garage, yard, storage areas, and any sheds.
- ☐ Take date-stamped photos and videos after cleaning and before returning keys.
- ☐ Keep utilities active through your final day of possession so the home can be inspected and any needed work can be completed.
- ☐ Return all keys, mailbox keys, access cards, remotes, and garage door openers to our office.
- ☐ Provide your forwarding address in writing for your security deposit itemization.

Deposit tip: You may request a free pre-move-out inspection during the two weeks before your move-out date. We will identify visible items that may affect your deposit so you have an opportunity to address them before you leave. Personal belongings, furniture, trash, or debris left behind may result in removal or disposal charges.