



PLAN A SMOOTH MOVE!

Helpful planner for organizing, moving and cleaning.

20 days or more in Advance of moving:

- Contact us at least 20 days before the end of the rental period to give notice and schedule a move out inspection
- Clean House: have a garage sale or donate unwanted items.
- Pack seldom used belongings now to make moving day easier.
- Reserve a moving van well in advance of moving day.
- Contact your insurance agent and revise your renters insurance
- Turn in a change of address form to the Post Office
- Contact your children’s schools and arrange transfers.
- Contact cleaning companies for bids (housekeeping, carpets and yard)

14 days in Advance of moving:

- Contact your utility companies and make arrangements to have them switched.
- Don’t forget your phone, cable and newspaper

7 days in advance:

- Confirm all reservations (moving van, cleaners, utilities...)
- Get your moving supplies (boxes, tape, markers...)
- Label a box for important items (new lease, prescriptions. bills, and checkbook) & keep in a safe place.
- Pack and label items that will not be needed this week (extra clothing, dishes, books, linens...)

1 day before moving

Make sure you have the following items ready for moving day:

- Keys to your new home
- Pack a moving day kit: Hammer, screwdrivers, tape, flash light, TP, paper plates & cups, soap...
- Plenty of help for moving day & Get a good nights sleep!
- Verify your move out inspection time with Sandco Properties

HELPFUL HINT

You may want to have the power in your new home turned on a day early and a day late in your old home, this will assure you have power in both homes thru out the moving day.

Notes _____



✓ MOVE OUT CHECK LIST

Want to get the maximum amount of your **Security Deposit** back? Here are the most *common* items looked at during a move out inspection.

✓ KITCHEN:

- Clean oven and drip pans (sometimes its easier to buy new drip pans, they're cheap).
- Clean refrigerator inside and out – leave off and open to defrost, do not use any thing to scrape away ice, it could puncture the freezer. Turn back on when done.
- Remember to pull out the range & refrigerator and clean the appliance's sides & floor.
- Wash the cabinet cupboards and drawers down (inside and out).
- Wash down any trim (floor base trim, door trim, etc.) and the walls around the range (they get greasy) switch covers & dishwasher front. Trim often needs to be wiped down thru out the home.
- Clean Windows and tracks in every room.
- Check around for any other obvious items that need cleaning (light fixtures, baseboard heaters, shelves, nooks..) Clean floor last.

✓ BATHROOM:

- Clean bathtub (including tub door & tracks, if any), toilet & sink, Bleach works well to clean mold and mildew quickly, you should wear a mask.
- Clean medicine cabinet, under vanity, inside drawers + closets
- Clean mirror, light fixtures, switch covers
- Clean trim (don't forget the base trim) and doors
- Check for other items (baseboard heaters, towel bars...) Clean floors

✓ REST OF THE HOUSE

- Start high and work down, sweep away cob webs
- Clean light fixtures, windows and window tracks
- Wash down doors, trim, switch covers and baseboards
- Make sure all belongings and debris are removed from the house
- Vacuum and have carpets cleaned

✓ GARAGE and YARD

- Make sure all items are removed from garage, Sweep down walls and floor.
- Walk around the house & yard to verify all belongings and debris is removed.
- If lawn is overgrown, it should be mowed one last time.
- Have *All* keys (house, garage, basements, padlocks...) and a forwarding address ready for the Move Out Inspection.

Notes:

As every home is different, this list is just a guideline. You can request a pre inspection with your written notice for a specific list that is customized for your home.

Call Tacoma City Refuse to schedule a free pick up of trash, debris & items you no longer want (you must have a active account for this service, so do this at least 5 days before you plan to move).

Useful Phone Numbers

Sandco Properties, Inc
475-4557

Tacoma City Light
502-8600

Tacoma Refuse
591-5543

Puget Sound Energy
1-888-225-5773

Remember to give written notice at least 20 days before the end of the month to vacate, the notice can only be given after the lease term has expired, and the out date must fall at the end of the rent period (most notices to move must be given by the 10th of the month to be valid).