



## **MOVE-IN CHECKLIST**

Before you move into a rental unit, you should do the following:

- Before signing a lease, review each term of the lease so that you are aware of the tenant and landlord obligations.
- If you sign a lease, be sure it reflects the amount of the deposit and where the landlord will hold the deposit.
- If you have paid a security deposit make sure you have a receipt showing payment and safely store receipt.
- Make sure that all of the necessary utilities have been set up.
- On your move-in date, do a thorough inspection of the property, and take pictures, to keep a record of the condition of the unit when you moved in. If you find any defects/damages at the start of your tenancy, notify your landlord in writing.
- Make sure that your landlord has given you all of the keys to your unit, including the mailbox key.

### **Visit Us Online/ Online Intake**

[www.legalservices.org](http://www.legalservices.org)

#### **Walk-In Intake Office Hours**

Monday through Thursday: 9 a.m. to 12 p.m.

#### **Telephone Intake Hours**

Monday through Thursday: 1:30 p.m. to 4:30 p.m.

#### **MAIN OFFICE**

3000 Biscayne Boulevard, Suite 500  
Miami, Florida 33137  
Telephone: (305) 576-0080  
TDD: (305) 573-1578

#### **SOUTH DADE OFFICE**

11285 S.W. 211<sup>th</sup> Street, Suite 302  
Miami, Florida 33189  
Telephone: (305) 576-0080  
TDD: (305) 573-1578

#### **MONROE COUNTY**

Telephone (877) 715-7464; TDD: (877) 715-7461

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