



MOVING OUT CHECKLIST

Before you move out of your rental unit, you should do the following:

- Leave the apartment in broom clean condition. Take pictures to keep a record of the condition of the unit on your move-out date.
- It is recommended to do a walk-through of the unit with the landlord before you move out.
- Make sure you deliver your keys to your landlord. If necessary, have a witness with you when you deliver the keys.
- Make sure your landlord has your new address so that he/she knows where to send your security deposit and/or any letters regarding the security deposit.
- If you paid your landlord a security deposit, be aware that your landlord has 30 days, **after you move out**, to notify you in writing if he/she intends to impose a claim on the security deposit. *For more information, please read our brochure on "How to Write a Demand Letter for return of security deposit."*

Visit Us Online/Online Intake

www.legalservices.org

Walk-In Intake Office Hours

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

MAIN OFFICE

3000 Biscayne Boulevard, Suite 500

Miami, Florida 33137

Telephone: (305) 576-0080

TDD: (305) 573-1578

Telephone Intake Hours

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

SOUTH DADE OFFICE

11285 S.W. 211th 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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