

# Hampton Roads Rental Move-In/Move-Out Checklist

 **Serving Hampton Roads, Virginia**

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## Move-In Checklist

**Lease Agreement Signed** – Ensure all tenants have signed the lease.  **Security Deposit Paid** – Must be submitted before receiving keys.  **First Month's Rent Paid** – Required before move-in.  **Utility Setup** – Tenants must transfer utilities into their name.  **Key & Access Codes Received** – Confirm all keys and access codes are provided.  **Move-In Inspection Completed** – Document the condition of the property before moving in.  **Tenant Portal Access** – Set up online rent payments and maintenance requests.

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## Move-Out Checklist

**30-Day Notice Submitted** – Required before vacating the property.  **All Rent & Fees Paid** – Ensure all outstanding payments are cleared.  **Property Cleaned** – Unit must be left in move-in condition.  **All Keys & Access Cards Returned** – Failure to return may result in deductions.  **Appliances & Fixtures in Working Order** – Confirm all provided appliances are functioning.  **Move-Out Inspection Completed** – Schedule with the property manager.  **Forwarding Address Provided** – For security deposit return within **45 days**.

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## Security Deposit Deductions May Apply For:

- Outstanding fees.
  - Excessive wear and tear beyond normal use.
  - Unapproved property alterations or damages.
  - Failure to clean the unit properly.
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◆ **Hampton Roads Rental – Ensuring a Smooth Transition for Tenants.** ◆