



Transition, Moving Out

Use this checklist to track and document the steps necessary to complete a housemate transition. A copy can be given to the person moving out so that everyone has the documentation.

Moving Date:

Separating household goods (Check when completed)

- [] Kitchen (pots, pans, utensils, dishes, glasses, small appliances, etc.)
- [] Living room/family room (furniture, audiovisual equipment, movies/games, music, books, etc.)
- [] Closets (off-season clothing, sports equipment, holiday stuff, etc.)
- [] Bathroom (toiletries, medicines, first aid equipment, etc.)
- [] Outdoor stuff (garden tools, shovel, rakes, grill equipment, etc.)
- [] Storage areas (basement, attic, shed, etc.)

Address Change/Forwarding Address:

Bills

Type of Bill	Paid Up (most recent dates)	Outstanding (amount prorated)	Paid (date)
Electric			
Heat/AC			
Internet/Cable			
Water			
Other			
Other			
Other			

House keys returned, Date: _____

Security Deposit

Amount:

Less bills and cleaning:

Total returned to housemate

Date