MOVE-IN / MOVE -OUT CHECKLIST

Signing the lease is just the beginning. Use this to stay on track from getting the keys to handing them back.

Lease Start: **Lease End:** **Renewal Notice:** **Move-Out Notice:**

MOVE-IN

Before You Get the Keys

- [ ] Pay security deposit and first month's rent
- [ ] Get business insurance (liability, property, and any others your lease requires)
- [ ] Get workers' compensation coverage if you have employees
- [ ] Send your certificate of insurance to the landlord
- [ ] Set up any required service contracts (such as HVAC maintenance)
- [ ] Confirm your rent start date
- [ ] Apply for your business license and sign permits with the village or city
- [ ] Get a Certificate of Occupancy if required, from the village or city building department

Set Up Your Utilities

- [ ] Electric
- [ ] Gas
- [ ] Water
- [ ] Internet and phone
- [ ] Trash and recycling
- [ ] Security system

Move-In Day

- [ ] Get keys, fobs, and access codes
- [ ] Save building management's contact information
- [ ] Walk through the space and take photos and video of:
  - [ ] Walls, floors, and ceilings
  - [ ] Bathrooms and fixtures
  - [ ] Doors, windows, and dock doors
- [ ] Test that everything works:
  - [ ] Heating and cooling
  - [ ] Plumbing
  - [ ] Electrical and lighting
- [ ] Send your photos and notes to the landlord in writing
- [ ] Sign any move-in paperwork your lease requires
- [ ] Update your address with USPS, customers, and vendors

MOVE-OUT

6 to 12 Months Before Your Lease Ends

- [ ] Check your lease for the renewal notice deadline
- [ ] Decide: renew, renegotiate, or move?
- [ ] Start your search early if you're moving

60 90 120 Days Before Move-Out

Check your lease for the exact notice period. Circle which applies.

- [ ] Give the landlord written notice
- [ ] Review what must be returned to its original condition
- [ ] Plan your new space and move
- [ ] Let customers and vendors know your new address

30 Days Before Move-Out

- [ ] Schedule cleaning
- [ ] Arrange repairs beyond normal wear and tear
- [ ] Remove your signage
- [ ] Schedule utility shutoff or transfer
- [ ] Schedule your final walk-through
- [ ] Confirm how and when your deposit will be returned

Move-Out Day

- [ ] Do the final walk-through with the landlord
- [ ] Take photos and video of the entire space
- [ ] Sign a move-out condition report
- [ ] Return all keys, fobs, and access devices
- [ ] Get written confirmation that everything was returned
- [ ] File your change of address with USPS

Notes

*Your lease is the final word. Deadlines, requirements, and notice periods vary, so check your lease.

Cindy Yi, REALTOR® | RE/MAX Metropolitan IL | (847) 461-9511 | squarefootfit.com

DISCLAIMER: This checklist is for informational purposes only and does not constitute legal, financial, or professional advice. Consult qualified professionals regarding your specific situation. Programs and requirements subject to change.© 2026 Cindy Yi, RE/MAX Metropolitan. Each Office Independently Owned and Operated.