

Move-Out Checklist

Keep your move-out arrangements and truck pickup in one plan. Use this worksheet to record confirmed details, separate belongings that travel with you, and prepare a clear handoff for the moving crew. Skip any questions that do not apply to your home.

An original Pro Moving & Storage planning worksheet. Check your own agreement and current property instructions for the arrangements that apply to your move. This worksheet does not replace a checkout form, reserve access or change an agreement.

1. Put the move-out steps in order

List loading, cleaning, any inspection and key handover in an order you can complete. A truck pickup time and a property handover time are separate arrangements. Confirm both before planning your departure.

- ☐ Find your current move-out instructions and the person who can answer questions.
- ☐ Ask what needs to be finished before the handover and how you will receive confirmation.
- ☐ Leave time for a final room-by-room check after the belongings are loaded.

Property address / building / unit

Confirmed handover date and time

Loading window / cleaning time

Property contact / confirmation date

2. Check the details for your home

Apartment or rental: ask your manager about cleaning expectations, any inspection arrangements and how to handle repairs before doing the work.

Student or shared housing: check the instructions for your own community or agreement. Identify furniture supplied with the room and agree which shared belongings leave with each person.

House: include garages, sheds, outdoor storage and other areas beyond the main rooms. Confirm who will receive keys, remotes and any property information.

- ☐ Record the checkout steps and forms, if any, that apply to your arrangement.
- ☐ List keys, badges, remotes and other access items to hand over.
- ☐ Agree who is responsible for shared spaces and belongings that will stay.

Instructions received from

Inspection or handover arrangement

Access items / person receiving them

3. Connect the door to the truck

Give your mover the access details before pickup. Ask the property contact which entrance and loading location to use and whether an elevator or other access needs arranging. Keep sensitive access codes off a worksheet you leave in public.

- ☐ Note stairs, narrow turns and the approximate walk from the proposed loading spot.
- ☐ Share entrance photos and visible access constraints for the mover to assess.
- ☐ Confirm the proposed truck location with the property contact and, where needed, the responsible parking office.

Entrance / proposed loading location

Elevator or access arrangement

Backup contact / unresolved question

4. Sort belongings into three groups

- ☐ Going on the truck: label boxes by destination room and identify fragile or unusually large items.
- ☐ Traveling with you: set aside medication, identity documents, keys, chargers and essentials for the journey.
- ☐ Staying behind: separate property-owned items and belongings another person is keeping.
- ☐ Arrange collection of donations or unwanted items before the final handover.

Items excluded from the shipment

Items needing a packing discussion

5. Complete the moving-day handoff

For a long-distance move, keep the agreed moving details available during travel. Tell the mover which destination details are confirmed and which still need an update.

- ☐ Confirm the destination address, receiving contact and any stairs or elevator arrangements.
- ☐ Compare the belongings being loaded with the agreed inventory and discuss changes before departure.
- ☐ Check closets, cabinets and storage areas; photograph the empty rooms for your records.
- ☐ Complete the property handover, save its confirmation and update your mailing details where needed.

Destination / receiving contact

Delivery arrangements confirmed / pending

Final handover confirmation

Where to confirm your arrangements

Use the current instructions and contacts for your own property and destination. Record who confirmed each arrangement and which questions still need an answer.

- **Your property manager's current move-out instructions**
Ask about checkout steps, cleaning, inspections and access arrangements for your property.
- **Your housing office or property handover contact**
Confirm who receives keys and forms, and where to send any follow-up information.
- **Your agreed moving details**
Review the inventory, pickup arrangements, destination access and outstanding questions with your mover.

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<https://promovingusa.com/move-out-checklist/>

Use current instructions for your own address and moving date.