

Move-In Checklist

Prior to Move-In

- Change your address
- Get renter's Insurance
- Ask landlord where to pick up apartment key
- Call utility companies to have bills placed in your name
- Electricity (Edison) #: 1-800-655-4555
- Electricity (Imperial Irrigation District) #: 1-800-303-7756
- Gas (Gas Company) #: 1-800-427-2200
- Water (CVWD) #: 1-760-391-9600
- Local Phone Service (Verizon) #: 1-855-505-4317
- Cable Television and Internet (Time Warner) #: 1-855-214-0459

Move-In Day

- Conduct inventory of apartment condition with roommate(s)
- Test smoke detector(s)
- Ask landlord the following items:
 - Location of trash & recycling facilities
 - Location of laundry facilities
 - Mailbox location
 - Maintenance call numbers for regular business hours and after hours
 - A copy of the lease you signed

Roommate/Subletting issues

- Talk with roommate(s) about how bills will be paid
- Talk with roommate(s) about apartment expectations
- Talk with landlord about subletting policy

Leases & Insurance

Lease

Your lease is a legal document which will define every aspect of your relationship with your new landlord, so read it thoroughly before signing. Understand everything that is expected of you and what your legal rights are.

- List the names of all adults who will be living in the apartment
- Clearly identify the property which is being leased
- Indicate the both the length of the lease (in days, weeks, or month) and the dates
- Indicate the amount of rent to be paid, when it is to be paid, whether or not you will be billed, and any grace period for paying
- Indicate any late charge if rent is not paid on time
- Indicate responsibility for utilities
- Indicate the amount of any security or other deposit you have made and terms for its return (with interest)
- Indicate circumstances under which the landlord can enter the property and any notification requirements before entering
- Indicate your liability for rent etc., in case you leave before the end of the lease

About Lease

A lease is a legally binding document, and you can be held Accountable if the terms are not met.

Reason for which you cannot break your lease:

- Transferring schools
- Dropping out
- Study abroad
- Don't like the apartment; found a better or cheaper place
- Roommate conflicts
- Minor repair problems
- Utility bills are too high
- Marriage
- Buying a house

Renter's Insurance

Like homeowners insurance, renters insurance will protect all your personal possessions from loss and protect you from huge legal and medical bills should someone be injured in your apartment.

Rent & Security Deposits

Rent

Rent is the main thing your landlord wants from you. The roommates must agree upon who is responsible for which share of the rent, and whether they will pay it to one roommate who pays the landlord or if they will pay it individually.

Check your lease to determine the following things

- WHEN rent is due
- WHERE it is due
- HOW it should be paid
- Check (if you have roommates, see if you can write multiple checks)
- Money order
- By mail
- In person
- WHEN is it considered late?

Security Deposit

The condition you leave your apartment in is important and will often determine how much of your security deposit is returned. Being organized and taking your time can make all the difference.

- A security deposit is usually equivalent to one month's rent
- A security deposit DOES NOT serve as your last month's rent
- Landlord has thirty (30) business days to return your security deposit to you after move out. If he has taken deductions, he must supply you with an itemized list.
- Ask your landlord about refunds if only part of the group moves out at the end of the lease.

Helpful tips for getting your security deposit back

Make sure the security deposit refund procedure are spelled out in your lease or rental agreement. To protect yourself and avoid any misunderstandings, make sure your lease or rental agreement is clear on the use and refund of security deposits, including allowable deductions.

Myths and Facts

My landlord's insurance covers me. Not true! This is a common misconception among renters, and it's untrue in almost all situations. Your landlord carries insurance that will cover his/her loss in a situation where the building is destroyed or damaged in some way. Your landlord is covered in case someone (including a tenant) is injured on the property, though not in your apartment.

Renter's insurance is expensive. Not true! The average renter can get complete coverage for a couple hundred dollar or less per year. Check with your parent or guardian to see what, if anything, their insurance may cover.

My roommate has insurance; I don't need it. Not true! Your roommate's insurance will cover his/her possessions, but it will not cover unless you are listed on your roommate's policy.

How do I get renter's insurance? It's easy! If you have a car, talk to the agent who does your car insurance. If you don't, ask your friends who their insurance agent is, or head for the yellow pages.

Off-Campus Move-in Checklist

When you first live on your own, you can become very overwhelmed. You've never had to worry about buying furniture, kitchen utensils, etc. Since this is all new to you, we've tried to come up with a general list of basic necessities that you may want to purchase for your new home.

Living Room

- Couch/Futon
- Chair(s)
- Coffee/End Table
- TV
- TV Stand

Kitchen/Dining Area

- Table w/Chairs
- Chairs
- Cups/Glasses
- Dishes
- Paper Plates
- Storage Containers
- Microwave
- Coffee Maker
- Silverware
- Utensils
- Silverware Tray
- Baking Sheets/Pans
- Pots/Pans/Bowls
- Strainer/Colander
- Cutting Board/Knives
- Measuring Cups/Spoons
- Hand/Dish Towels
- Paper Towels
- Napkins
- Oven Mitt(s)/Hot Pad(s)
- Tin Foil/Plastic Wrap
- Scissors
- Dish Rack

Bathroom

- Bath/Shower Mat
- Shower Curtains & Liner
- Towels
- Hamper
- Plunger

Bedroom

- Bed
- Bedding/Pillows
- TV
- Nightstand
- Lamp
- Desk w/Chair
- Dresser
- Mirror
- Rug(s)
- Alarm Clock
- Portable Fun
- Hangers

Balcony/Patio

- Patio Chairs
- Table
- Electric Grill
- Patio Lights

Cleaning Supplies

- Toilet Brush
- Toilet Cleanser
- Rubber Gloves
- Bathroom Cleaner
- Dish Soap
- Sponge(s)
- Dish Cloth
- Disinfectant Wipes
- Glass Cleaner
- Wood Cleaner
- Broom
- Mop/Bucket
- Vacuum
- Laundry Detergent
- Dryer Sheet

General House/Apartment

- Plants
- Wall Décor (Posters/Pictures)
- Garbage Cans/Trash bags
- Curtains
- Clock
- Phone/Answering Machine
- Laundry Basket
- Iron/Ironing Board
- Fan
- Extension Cord(s)
- Flashlight/Batteries
- Message Board
- Night Light
- Misc. Handtools