

Your Move-in Checklist

A printable companion for the move-in stretch.

Move-ins go smoother when the small things are handled in advance. This list runs from the day you sign through your first week in your new place. Print it, check things off as you go, and skip what doesn't apply.

WHEN THE LEASE IS SIGNED

- ☐ Get a copy of the signed lease emailed to you
- ☐ Confirm your exact move-in date and time window
- ☐ Ask who your point of contact is on move-in day
- ☐ Reserve the loading dock and moving elevator, if relevant
- ☐ Confirm parking for the moving truck
- ☐ Purchase renter's insurance (required by most buildings)
- ☐ Set up utilities in your name. Ask the building which ones.
- ☐ Forward your mail via USPS Change of Address

TWO WEEKS BEFORE MOVE-IN

- ☐ Confirm move-in details with the leasing office
- ☐ Update your address with your bank and key accounts
- ☐ Line up movers or a rental truck if you're DIY
- ☐ Arrange help for move-in day
- ☐ Confirm any pet registration requirements or records, and deliver them to the leasing office

MOVE-IN DAY

- ☐ Do a full walkthrough before unloading anything
- ☐ Document every existing scratch, scuff, and bit of damage with timestamped photos
- ☐ Email the photos to the leasing office that same day
- ☐ Test all appliances, lights, outlets, and fixtures
- ☐ Confirm all keys, fobs, and parking passes are accounted for
- ☐ Set up your parking pass or sticker if required
- ☐ Register for the building's package reception system if there is one
- ☐ Get the emergency maintenance number, not just the regular line

FIRST WEEK

- ☐ Walk the neighborhood. Find your coffee spot, grocery, and pharmacy.
- ☐ Find your nearest urgent care
- ☐ Celebrate your new place.

Questions? Call or text (704) 271-4740 or email lyra@poemarealty.com

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