New York Move-Out Checklist

General template, not legal advice. Have a New York attorney review before use. Last reviewed October 29, 2026.

Give Part 1 to the tenant when they give notice. Use Part 2 at the final walkthrough, with the move-in checklist and photos beside you, and take new dated photos of every room. Only damage beyond normal wear and tear, unpaid rent and other amounts owed under the lease can be deducted.

> Deposit return deadline in New York: The landlord must return the deposit, minus lawful deductions, within 14 days after the tenant moves out. (General Obligations Law section 7-108)

Part 1: Tenant move-out tasks

- ☐ Give written notice and a forwarding address.
- ☐ Schedule the move-out inspection, and attend if you can.
- ☐ Remove all belongings, trash and food, including from storage, garage and yard.
- ☐ Clean the refrigerator inside and out, and leave it running.
- ☐ Clean the oven, stovetop, hood and microwave.
- ☐ Wipe cabinets, drawers, counters and the sink.
- ☐ Clean toilets, tubs, showers, sinks and mirrors.
- ☐ Vacuum carpets and mop hard floors.
- ☐ Wipe baseboards, switch plates, doors and window sills.
- ☐ Replace burned out bulbs and dead alarm batteries.
- ☐ Patch small nail holes only if the lease allows it.
- ☐ Cancel or transfer utilities in your name on the move-out date.
- ☐ Forward your mail.
- ☐ Return every key, fob, remote and parking permit.

Part 2: Move-out inspection

Property address and unit _____

Tenant name or names _____

Move-out date _____

Inspection date and time _____

Inspected by _____

Tenant present (yes or no) _____

Area and item	Condition at move-in	Condition at move-out	Wear or damage	Estimated charge

Area and item	Condition at move-in	Condition at move-out	Wear or damage	Estimated charge
Entry and living room: floors				
Entry and living room: walls and ceiling				
Kitchen: cabinets and counters				
Kitchen: appliances				
Kitchen: sink and fixtures				
Bathroom: toilet, tub and shower				
Bathroom: floors and walls				
Bedroom 1: floors, walls and closet				
Bedroom 2: floors, walls and closet				
Windows, screens and coverings				
Doors, locks and hardware				
Lights, outlets and alarms				
Laundry, heating and cooling				
Garage, patio, yard and storage				
Cleaning needed				
Items left behind				

Returned items

Item	Given at move-in	Returned
Door keys		
Mailbox keys		
Remotes and fobs		
Parking permits		

Meter readings at move-out

Forwarding address

Total estimated charges

Photos saved at

The tenant's signature confirms attendance at the inspection, not agreement with every charge. The itemized deposit statement will follow within the time New York law requires.

Landlord or agent signature

Printed name

Date

Tenant signature

Printed name

Date

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