



Buyers and Renters Arlington Voice

**B R A V O**

**BUYERS AND RENTERS ARLINGTON VOICE**

**Voz de los Compradores e Inquilinos de Arlington**

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## What to do when you're ready to move out of your apartment

In MOST cases, if you have decided that when your lease ends you are going to move, you must inform the management office in writing 30 days in advance. For example, if your lease ends on June 30<sup>th</sup> you should get a notice to the management office on June 1<sup>st</sup>. However, be sure to check your lease, because some landlords/management companies REQUIRE 60 day notice to end the rental agreement.

It is important that you make a copy of the notice you send and it is a good idea to get proof of delivery by the U.S. Postal Service. Certified mail is a good way to make sure you have the proper proof. Keep your certified mail receipt with your copy of the notice you sent to management.

Your notice does not have to give a reason for your move. It is a good idea to ask management in your notice about cleaning requirements. It is also recommended that you let management know that you want to be present when the apartment is inspected after you move out. Generally, the following things should be done by the tenant to reduce the possibility of being charged for cleaning or damages:

- clean the stove, oven, refrigerator, bath tub, toilet and bathroom basin
- sweep or vacuum and wash the tile floors in the unit; clean the carpets
- remove all trash and unwanted clothing or furniture; leave the apartment empty
- if present, wipe venetian blinds and hardwood floors

It is a VERY GOOD idea for both the tenant and a management representative to inspect the unit TOGETHER at the end of any tenancy. Tenants have the right to be present and they should as noted above make their request in writing. However, management has the right to set the time for the inspection; under state law the inspection must occur within 72 hours of the tenant vacating, or leaving the apartment.

The management representative must give the tenant a list of any damages found during the inspection. Generally this list and any associated charges must be sent to the tenant 30 days after vacating the apartment. Usually the security deposit and any interest due is also sent at this time.

The above information has been prepared by **BRAVO** – Buyer's and Renter's Arlington Voice, an advocacy and education resource for Arlington County renters in conjunction with Arlington County Department of Community Planning, Housing and Development. Should you have questions, please contact us at 703-685-5100 or check out our website at [www.bravotenants.org](http://www.bravotenants.org).