

APPENDIX B

Making the Move!

This Appendix focuses on practical tools for both the housing specialist and individual consumers as they navigate a move. Appendix B includes checklists, “how-to” fact sheets for the new tenant, and tips on keeping records. Each tool is meant to be hands on, please remove them from the Appendix, make as many copies as you need, and modify them for every unique situation.

Tools in this Appendix are ordered as follows:

1. Tools referenced in Chapter 2:

- Accessibility Considerations Checklist
- What Will it Cost to Move In? Costs and Assistance Worksheet
- Planning Ahead: What to Think About and Do in the Months Before You Move to a New Place
- Monthly Personal Spending Plan
- Getting Along with Your Landlord: How to Be a Good Tenant
- Getting Along with Others: How to Be a Good Neighbor

2. Tools referenced in Chapter 3:

- What Do I Want in a New Place? Self-Assessment Worksheet
- Do You Want or Need a Housemate?

3. Other useful tools:

- Wear and Tear – What Does This Mean?
- Move In/Move Out Checklist
- Moving Timelines:
 - Weeks before the move
 - One week before the move
 - One week before and one week after the move
 - What to do after you move

Accessibility Considerations Checklist

People need different kinds of accommodations to be successful in a new house, condominium, or apartment. Review the list of common accommodation requirements below and check those most important to you.

Consider which accommodations are absolutely necessary – critical, and which are desired, but not critical. Add any individual accommodations that you need that are not included in this list.

Consider which of the accommodations you expect the landlord to supply (such as an elevator or convenient parking place) and which are modifications you may request to supply yourself (such as a touchpad door lock).

Use this check list as you research and visit new housing options to help you to select a place that is safe, decent, affordable, convenient, comfortable AND accessible.

Accommodation	Critical	Desired	Landlord Supplied	Tenant Supplied
ACCESS TO COMMUNITY and COMMUNITY RESOURCES				
Public transportation				
Covered waiting areas for public transportation				
Paved sidewalks				
Grocery stores and other shops				
Restaurants				
Parks and recreation areas				
Spiritual centers: churches, temples, mosques				
Social centers: fitness, clubs, social groups				
Professional and health services				
Neighbors in very nearby				
Neighbors at a distance				
Friends/family in close proximity				
ACCESSIBILITY TO UNIT and COMPLEX				
First floor entrance				
Elevator nearby unit				
Covered parking near entrance				
Laundry resource within unit				
Easy access to complex laundry facilities				
Easy access to complex social centers, pools, fitness facilities				
Easy access to recycling and garbage disposal				
Curb-cuts and ramps				

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Accommodation	Critical	Desired	Landlord Supplied	Tenant Supplied
ACCESSIBILITY WITHIN UNIT				
Single story or one floor lay-out in unit				
Easy access to kitchen, living room, bathroom, bedroom				
Wide doorways				
Carpet free				
Accessible design in kitchen:				
Adequate open space for wheel chair turn radius				
Lowered counter height				
Easy reach to sink				
Stoves with front (not top) controls				
Adequate reachable storage				
Accessible design in bathroom:				
Adequate open space for wheel chair turn radius				
Bathroom safety rails by toilet				
Roll in shower				
17-18" toilet height				
Lowered closet bars				
SAFETY				
Door peepholes at eyeball height				
Security locks on doors and windows				
Guarded entry				
Intercom				
Touchpad or keyless entry lock				
Flashing lights doorbell				
Accessible emergency evacuation exits				
Smoke detector for persons with hearing impairments				
PERSONAL SUPPORT NEEDS				
Service animal care				
Personal adaptive equipment				
Attendant care resources				
Other				

What Will It Cost to MOVE IN?
Costs and Assistance Worksheet

THE "PLACE"	LIVING OPTION 1	LIVING OPTION 2	LIVING OPTION 3	FINANCIAL ASSISTANCE AVAILABLE	NOTE
Application fee					
Application deposit					
Credit report fee					
First month rent					
Last month rent					
Security deposit					
Condo-related fees					
Estimated cost of modifications needed					
TOTAL "Place" Costs					
UTILITIES SET UP					
Electricity					
Gas					
Oil					
Water/Sewer					
TV/Cable/Internet					
TOTAL Utility Set- Up Costs					
HOUSEHOLD SET UP					
First week groceries					
Basic cleaning supplies					

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THE "PLACE"	LIVING OPTION 1	LIVING OPTION 2	LIVING OPTION 3	FINANCIAL ASSISTANCE AVAILABLE	NOTE
Basic kitchen					
Basic bedroom					
Basic living room					
TOTAL Household Set-Up Costs					
MOVING COSTS					
Truck/transport					
Helpers					
Storage if needed					
TOTAL Moving Costs					
TOTAL COST					
Set-up and Rental Assistance Available					
DIFFERENCE Needed					

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Planning Ahead: What to Think About and Do in the **MONTHS Before** You Move to a New Place

Name: _____ Date: _____

Helpers: 1) _____ 2) _____ 3) _____

4 months	3 months	2 months	1 month	Moving Day
<p>To do this month: Thinking!</p> <p>Do I want to move? WHY do I want to move? What kind of place do I want? What kind of features or accommodations are needed and desired – my preferences? What has “worked” well for me in the past? What I need to be successful? What didn’t work before?</p>	<p>To do this month: Researching & Learning!</p> <p>What are my options? What does it cost? What are my resources? What money help do I need? Do I want a house-mate? Who? Do I need and can I afford cleaning services? If I need attendant care, am I eligible for a waiver to help pay for it? How do I apply for a waiver?</p>	<p>To do this month: Exploring!</p> <p>What’s my budget? Begin looking at places What trade-offs must I make? What modifications am I responsible for? What household “stuff” do I need? What adaptive equipment will I need? Is the waiver in place? Begin organizing attendant care, if needed. Research cleaning services, if needed</p>	<p>To do this month: Acting</p> <p>Sign a lease Setting up utilities Change of address Getting the household “stuff” I need Getting adaptive equipment I need Finalizing attendant care schedule Contract for cleaning services, if needed Organizing moving day</p>	<p>Moving Day!!! Doing it!</p>
<p>What I will do::</p>	<p>What I will do::</p>	<p>What I will do::</p>	<p>What I will do::</p>	
<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	
<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	
<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	<p>Helper:</p>	



Getting Along With Your Landlord: How to Be a Good Tenant

Bottom line, being a good tenant means paying your rent on time; not damaging the property; and not disturbing neighbors. Here are a few tips¹

- **Know and comply with the conditions of your lease or rental agreement.**

- If you don't understand any part of your lease, ask your landlord or some else to explain it to you in clear language – BEFORE YOU SIGN IT! Keep asking until you fully understand what you are agreeing to.
- Your job is to keep the agreements you make when you sign the lease.
- Pay your rent on time – always. Late rent payments not only affect you and the landlord, they also may be reflected in your credit rating. If you need a referral from the landlord in the future, your on-time-payment record is an advantage.
- Don't have a pet if it is not allowed in your lease... if you need a service animal, this should be discussed with the landlord as a reasonable accommodation under the Americans with Disability Act (ADA). If you have a pet or service animal, you are 100% responsible for the care of the animal, picking up after the animal outside, and to make sure that the animal does not disturb others.
- Do not allow extra people to move in or "guests" to stay for long periods of time without discussing in advance with the landlord.

- **Know your rights. Every state and many localities have landlord-tenant laws. Get a copy.**

- Become familiar with your rights as a tenant.
- If you are a person with a disability, you also enjoy protections under the Fair Housing Act and the Americans with Disability Act (ADA). It is to your advantage to know these rights and make sure that others are aware and respect them.
- If you have questions about your rights, contact your local Protection & Advocacy organization, a Public Housing Authority, Legal Aid or other attorneys, or other tenant groups in your community.

- **Submit requests to your landlord in writing to avoid disputes and misunderstandings; keep copies of all correspondence.**

¹ Adapted from: http://www.ehow.com/how_2245277_be-good-tenant.html, http://www.ehow.com/how_8078_be-tenant.html and other sources.

- Know who to call for what kind of problems. The landlord? Property Management organization? Friend who knows how to unplug a toilet?
- Always get advance permission before doing something that affects the unit or other people in the area. This could include everything from painting a room a different color, getting a pet or housemate, or asking for accommodations and modifications under the Americans with Disabilities Act (ADA).
- Keep written records of ALL agreements, including requests and your landlord's responses to your requests. If the landlord does not reply to the request, keep records of the dates and times when you tried to contact the landlord or follow up on the request. Such records come in handy if you have a serious dispute with the landlord.
- Make sure you get receipts for your rent payments.

• **Refrain from damaging the premises or allowing guests to cause damage.**

- It's a good idea to walk through the unit with the landlord before you move in. Note any pre-existing damage or problems together and sign an agreement that you both acknowledge the presence of these damages. Taking pictures can be of immense value. You don't want to be accused of something you didn't do!
- Normal wear and tear is not "damage", but you and the landlord may have different ideas about what is "normal".
- You are responsible for your guests. If they damage the apartment, it is your responsibility to fix it, not the guest. You may try to get your guest to pay for some or all of the cost, but the landlord will look to YOU to make and pay for repairs.

• **Keep your rental unit clean, and properly dispose of garbage.**

- A dirty place hastens wear and tear on the unit... and invites unwanted insects.
- Know where the proper garbage disposal area is and use it!
- If you have a problem with something such as a plugged toilet, stuffed drain or broken tile, contact your landlord immediately for assistance.

• **Notify your landlord in writing of needed repairs to keep components in good working order.**

- Landlords typically prefer to make repairs when they are small rather than wait for something big. A leaky toilet is easier to fix than a floor that has rotted out because of a leaky toilet!
- If you have questions about your responsibility for repairs versus your landlords, check your lease. If you still have questions, talk to the landlord.

The landlord may want you to clean the spots on the carpet and change light bulbs, but he/she will fix the broken light socket.

- **Allow your landlord to enter your rental unit for safety or maintenance reasons, with proper advance notice.**

- Every state has regulations about how much notice a landlord must give before entering an apartment in non-emergency situations for safety and maintenance. You will find these regulations in the landlord-tenant laws.
- If you have a serious health condition, it can be useful to give the landlord or a neighbor permission to enter the apartment under specific conditions to check that you are OK (for example, they haven't seen you in 24 hours).

- **Keep noise levels to a minimum.**

- If you like loud music or television, invest in a good set of headphones.
- Many apartments have thin walls. You don't want to hear your neighbor's business and they usually don't want to hear yours, either. Keep your voice at a conversational level at all times.
- If you have a loud neighbor who is disrupting your ability to enjoy your apartment, notify your landlord. Your neighbors are likely to do the same if your noise disturbs them.

- **Purchase renter's insurance to cover your personal property in the event of loss.**

- Landlords are not responsible for replacing the contents of your apartment if it is lost, stolen, or damaged.
- Renters insurance is low cost and provides you with protection for your personal possessions including household items, electronics, and personal "stuff."

- **Move out respectfully.**

- Give proper advance notice to your landlord about your intentions to vacate the property, according to the terms of your lease or rental agreement.
- The landlord's positive referral will be valuable in securing housing in the future. How you leave the place impacts that referral.
- When you are ready to leave, walk through the unit with the landlord to check for damages or repairs that may be needed in order to have your security deposit returned. Have a copy of the agreement you and the landlord signed listing pre-existing damages when you toured the apartment before you moved in. Remember the pictures you took when you moved in? Have them available now.
- To ensure return of your security deposit, repair any damages incurred by you repaired to landlord satisfaction.

- If you made significant modifications to the unit while you lived there you may be required by the landlord, and by the law, to return the unit to its original state at your expense. If you painted a wall purple, you need to paint it white again. If you installed a serious modification such as a roll-in shower, you may need to replace the original fixtures at your own expense. Under the ADA, your landlord has the right to require this restoration.
- Make sure when you leave that the unit is “broom clean” – that is all personal items and trash are removed and the unit is swept out of dirt, appliances, cabinets and fixtures wiped clean of grime.



Getting Along With Others: How to Be a Good Neighbor

Bottom line, being a good neighbor means not doing things that disturb others around you. But there are benefits to being a good neighbor, including increased security and comfort for everyone. Here are a few tips²

- **Introduce yourself!**

- Introduce yourself to your nearest neighbors. Get off to a good start. Knowing people by name is always a good policy. Say hello and be friendly when you run into neighbors in the hallway, in common areas, or on the sidewalk. In times of difficulty, neighbors are often your first resource.

- **Follow the Golden Rule: “Do to others as you would have them do to you.”**

- This is always the best policy. It is hard to complain about neighbors if you are guilty of the same attitudes or behavior.

- **Maintain the area around your home so that it's neat and attractive.**

- Avoid lots of unsightly clutter, trash, or discarded objects in common areas such as hallways, yards, or around doorways. Safety is a concern (you don't want people tripping over things or trash drawing rodents), but so is the attractiveness of the area everyone shares.

- **Be considerate about noises that might disturb your neighbors, such as vacuum cleaners, music, loud talk and barking dogs.**

- The most common “neighbor problem” involves noise. In many communities people live close together; apartments often have thin walls. If you like loud music or television, get a good set of headphones and wear them.
- Some people have dogs for protection from intruders, but barking all day or during the night is disruptive for everyone. If you have a dog, it is your responsibility to keep him/her from disturbing others.
- Be thoughtful about when you vacuum or mow the lawn. Avoid these tasks before 9:00 a.m. or after 8:00 p.m. If you have a neighbor that works a night shift, talk together about the best time for each of you to take care of these chores.
- If you are going to have friends over or have a party, make sure the noise is “off” by 10:00 p.m. If the party is just getting started at that time, consider

² Adapted from: http://www.ehow.com/how_3428_be-neighbor.html and other sources.

taking the group out to a more public setting such as a restaurant or community area where the noise will not disturb others.

• **Respect privacy.**

- Do not assume it is OK to “pop” in to a neighbor’s place uninvited. Some neighbors become friends and friends may decide this is acceptable to do. Do not assume it upfront.
- Not everyone wants or needs to know all your business. Keep casual conversations focused on general issues unless and until the neighbor gives you clues that he or she wants to develop more of a friendship.
- If the neighbor gives you signals that they do not want a friendly relationship with you, respect that desire. But continue to be courteous and friendly to them.
- If you have a neighbor that wants to be more friendly than you do, respectfully let them know that you want them to respect your privacy. Set limits, say now, but do both with courtesy.

• **Be helpful.**

- To the degree that you can, be helpful to others. For example, help the elderly neighbor carry her groceries. You never know when you might need help from one of your neighbors!

• **Respond to their concerns.**

- Remember that people have different backgrounds, needs, values, and comfort zones. If you want them to respect yours, you also need to respect theirs.
- If a neighbor comes to you with a complaint or concern, listen to them fully and try to understand the situation from their point of view. Offer suggestions for things you can do to address their concern. Always look for “win-wins” and follow through! Agreeing to keep the TV quiet at night and then not doing so, only makes the problem bigger.

• **Deal with difficulties.**

- If you have a problem with a neighbor the first step is to politely talk with them about it and look for a solution that will work for both of you. Yelling at the neighbor about his noisy dog doesn’t do anyone any good. A good solution usually involves everyone giving a little bit in order to come to an agreeable solution.
- If you have approached your neighbor about problems you have with them and they do not respond to your polite requests to respect those around them, try contacting the appropriate officials, such as the rent board or your landlord (if you share the same landlord).

- If they still don't comply, consider calling the police if you think your neighbors are breaking the law with respect to you or your property.

Thinking about Housing Needs and Preferences

This form asks questions that are helpful to consider as you begin the process of changing your housing arrangements. Think about the questions for yourself and then talk them over with others.

Why Do You Want to Move?

These questions ask you to consider where you are now, what you like about it, why you are thinking about moving.

1. Where do you live now?
2. What do you like about where you live now?

For example: Neighborhood, Kind of housing (apartment, family home, condo); Living with people; Living alone; Availability of services and shops; Food and cleaning services provided

3. Why are you thinking about moving?

For example, People may move to live away from family; Get more space; Move away from problem housemates; Have more autonomy and responsibility; Live in a more attractive place; Find a safer neighborhood; Changes in accessibility needs; Changes in family size from marriage/divorce/births; Find a more affordable place; Get “sober” housing; graduating from a treatment or residential program; Health concerns.

4. What changes would you like to make in your living situation?
5. What do others (such as family, friends, and service providers) think about your moving? Do they support and encourage the idea? Discourage it? Why?

What Resources Do You Have To Help You Move?

These questions ask you to think about what resources you have to help you finance a new place. Just because you do not have all the money necessary doesn't mean you cannot move. It does mean that you and your supporters need to explore resources that might be available to help you out.

1. How much do you think you could afford to pay each month for rent and utilities?
2. Do you have some personal financial resources such as income from a job, Veteran's pension, or disability payment?
3. Do you have a guardian or payee who manages your money?

4. Do you think you need help in money management such as making sure the rent and utilities are paid and that you have money for emergencies? Do you know of community services or resources that could help you with this?
5. Are you eligible for housing subsidies and assistance, waivers? Do you know what kinds of financial assistance might be available to you?
6. Do you want/need help in finding, getting, keeping a living situation?
7. Do you have people who can help you find, get, keep a different living situation such as friends, family members, supportive service providers?
8. What extra help do think would be useful to you in the process?

What Do I Want in a New Place?

This is the time to think about all the things that you want in a new place: the location, the physical space, how close you want to be to other people, services and shops.

Most people do not live in a place that is “perfect” – that is, meets their every hope or desire. We make trade-offs and try to get those things that are MOST important to us.

Think about each of these items and how important they are to you. Ask yourself, Is this something that is “non-negotiable” -- an absolute necessity? Or, is this something that is “negotiable” – something you’d like to have, but would trade off if necessary to get something more important?

Item	Comment/Notes	Absolutely critical, non-negotiable	Desired, but negotiable	Not Important at this time
Living Arrangement				
Would you like to live in a house? Apartment building with a few units? Apartment complex with many units?				
Would you prefer to live very close to other people or away from other people?				
Is a building with private bedrooms and shared kitchens acceptable?				
Is a shared bathroom in the hall acceptable?				
Would a bathroom shared by 1 or 2 other people acceptable?				
Would you prefer living around only women? Men? Mixed men and women?				
Would you prefer living around only people about your age?				
Would you prefer living around people without disabilities? With disabilities?				
OTHER:				

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Item	Comment/Notes	Absolutely critical, non-negotiable	Desired, but negotiable	Not Important at this time
Alone or with Housemates?				
Would you prefer living by yourself or with other people?				
Have you ever lived in a place where you had a housemate and shared expenses such as rent/utilities? What did you like/dislike about it?				
Is there any specific person you'd like to live with— a girlfriend/boyfriend, family member, or a friend?				
Would you share an apartment if you had your own room?				
Would you like a housemate to share expenses? Be a friend? Be available in case of emergency?				
Would you like a housemate who is also a personal care attendant?				
OTHER:				
Features				
What features in a home are important to you—air conditioning, dishwasher, onsite laundry, etc.?				
Do you want a first-floor unit or something not on the first floor?				
Is walking up a flight or two of stairs acceptable?				
Do you need any special accommodations for a physical or sensory disability: ramps, elevators, doorbell signalers				
Do you have or expect to have a car? Do you need parking?				

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Item	Comment/Notes	Absolutely critical, non-negotiable	Desired, but negotiable	Not Important at this time
Do you prefer a place with lots of windows and light or a place with fewer windows and more privacy?				
What else is important: A place to garden? People who speak the same language nearby?				
OTHER:				
Safety and Visitors				
Do you like having company? Do you want to have overnight guests? How often?				
Would you prefer to live in a place with a guarded entry? Intercom?				
Would you prefer to have visitors "screened"? Would you like your neighbor's visitors "screened"?				
OTHER:				
Neighborhood				
Do you want to live in a specific neighborhood? If so which one? Why?				
What features of the neighborhood are important to you? Examples: parks and recreation, well-lit streets, shopping, libraries, or public transportation.				
Do you need easy access to a specific place - a job, treatment facility, place of worship, family home?				
Do you like a neighborhood with lots of activity and interesting things going on or something quieter?				
OTHER:				

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Item	Comment/Notes	Absolutely critical, non-negotiable	Desired, but negotiable	Not Important at this time
Personal Support Needs				
Do you need daily personal attendant care basis?				
Would you like to have personal attendant care available on-site any time of the day or night?				
Do you often need quick-response medical emergency assistance?				
Do you need help with keeping your living space clean? Doing laundry?				
Do you like to cook? How often? Do you mind cleaning up after cooking? Do you need help planning and preparing meals?				
What other type of supports do you need? For example, managing money, paying rent on time, shopping, or remembering medication.				
Do you have/need personal adaptive equipment that needs to be installed in a new place?				
Are there special accommodations or modifications you need in a new place?				
OTHER:				
Pets and Service Animals				
Do you have a pet? What kind?				
Do you want to have a pet? What kind?				
Do you have or expect to have a service animal? What kind?				
OTHER:				
Alcohol and Other Drugs				
Is a community that strongly supports sobriety important to you?				

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Item	Comment/Notes	Absolutely critical, non-negotiable	Desired, but negotiable	Not Important at this time
How do you feel about being in a setting where some people may be using drugs or alcohol?				
OTHER:				
Activities				
Would you like to have access to nearby groups and social activities?				
Do you like the idea of having sponsored activities like trips and movies?				
OTHER:				

Pros and Cons of Housemates

Good Things about Having a Housemate



- It might be the only way to afford to live in an apartment
 - You can split the cost of rent and utilities
 - You can share chores like cleaning
 - A housemate can be a support and companion
 - Most people live with other people – it's a “normal” thing to do
- A housemate may have “stuff” that you don't have and you may have “stuff” that he/she doesn't have.

Downsides of Having a Housemate

- You have to rely on someone else for their share of the costs like rent and utilities
- You may not like how they do things, their “style”, behavior, or attitudes
- Their problems can become you problems
- You may not like their friends
- You have less privacy because you have to share common areas such as kitchen and living room
- You have to figure out how to deal with disputes and differences.

What to Look for in a Housemate

- Someone you like
- Someone you trust and feel safe with
- Someone who keeps agreements
- Someone who pays their share of the bills
- Someone with the same tolerance for “clean” and “dirty” that you have
- Someone who will not let their friends or family take advantage of the place

- Do you want someone who smokes? Is clean and sober? Likes to party?

What to Avoid in a Housemate

- Someone who smokes if you don't. Someone who doesn't smoke if you do
- A "night person" if you are a "day person"
- Someone who plays music you cannot stand
- Someone who drinks or drugs, especially if you are clean and sober
- Someone who steals or lies or has reputation for lots of problems
- Someone who frightens or worries you
- Has allergies to animals if you want to get a pet (Has pets if you have allergies)

Should You Have a Live-in Attendant?

The same pros and cons above apply to a live-in attendant, but there are additional issues to consider:

- Organizing finances: rent in exchange for services? Payment applied to rent?
- Expectations for working and non-working time
- Expectations for social interactions: Is all housemate social time also attendant work time?
- Negotiating and contracting so that neither person feels "taken advantage of"
- Role confusion and boundaries: when are you an employer, a housemate, a friend?
- Housemate problems can affect sense of safety, attendant care availability and quality

What is “Ordinary Wear and Tear”?³

Landlords are permitted to deduct from security deposits for damage or excessive filth, but not for ordinary wear and tear. But what is ordinary wear and tear? Here are some examples.

Ordinary Wear and Tear: Landlord's Responsibility	Damage or Excessive Filth: Tenant's Responsibility
Curtains faded by the sun	Cigarette burns in curtains or carpets
Water-stained linoleum by shower	Broken tiles in bathroom
Minor marks on or nicks in wall	Large marks on or holes in wall
Dents in the wall where a door handle bumped it	Door off its hinges
Moderate dirt or spotting on carpet	Rips in carpet or urine stains from pets
A few small tack or nail holes in wall	Lots of picture holes or gouges in walls that require patching as well as repainting
A rug worn thin by normal use	Stains in rug caused by a leaking fish tank
Faded paint on bedroom wall	Water damage on wall from hanging plants
Dark patches of ingrained soil on hardwood floors that have lost their finish and have been worn down to bare wood	Water stains on wood floors and windowsills caused by windows being left open during rainstorms
Warped cabinet doors that won't close	Sticky cabinets and interiors
Stains on old porcelain fixtures that have lost their protective coating	Grime-coated bathtub and toilet
Clothes dryer that delivers cold air because the thermostat has given out	Dryer that won't turn at all because it's been over-loaded
Toilet flushes inadequately because mineral deposits have clogged the jets	Toilet won't flush properly because it's stopped up with a diaper

Are marks on walls and baseboards from wheel chairs considered “ordinary wear and tear”? Typically, but you should discuss and negotiate with your landlord about how ADA regulations may affect “normal wear and tear” definitions and expectations.

³ Adapted from: <http://www.nolo.com>.

Example Move-In/Move-Out Check List⁴

This move-in/move-out checklist is hereby made a part of the Rental Agreement dated _____ by and between _____, the Owner/Agent, and _____, the Resident, for premises located at _____

Move-In Date _____ Move-Out Date _____

Inspection Date _____ Inspection Date _____

1. This checklist is to be completed by the Owner/Agent upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections.
2. The Resident shall have 3 (three) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the lime of the Move-In Inspection. The Resident agrees that failure to notify the Owner/Agent of such further defects in writing within the time specified shall be proof that there are no further defects and that in fact the Resident has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted.
3. Upon vacating the premises, The Resident shall have the premises in the same or better condition as when accepted by the Resident, reasonable wear expected.

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
KEYS					
• Mailbox					
• Door					
• Dead Bolt					

⁴ Adapted from: <http://www.buyincomeproperties.com/html/RentalMoveInOutChkLst2.html>

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	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
• Other					
KITCHEN (Including Cabinets) – Clean					
• Refrigerator - Clean & Working					
• Stove - Clean & Working					
• In-Sink Garage Disposal - Clean & Working					
• Chips or Cracks in Kitchen Appliances					
• Condition of Countertops					
• Condition of Cabinets					
• Fan, Filter & Hood - Clean & Working					
BATHROOM – Clean					
• Towel Bars and Shower Rod Secure					
• Paper Holder Secure					
• Tub & Sink Stoppers Work					
• Plumbing Working Properly					
• Condition of Caulking					
• Condition of Tiles					
• Fan - Clean & Working					

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	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
• Mirrors clean					
HEATING AND AIR CONDITIONER					
• Clean & working					
• Furnace filters					
DOORS work properly					
• Door knobs work					
• Door locks work					
WINDOWS work properly					
• Windows clean					
• Screens					
• Storm windows					
• BROKEN/CRACKED windows					
CONDITION of doors, window frames					
CONDITION of woodwork					
CARPETS					
• Condition including cleanliness					
• Burns, tears, stains					
WALLS surfaces – Clean					
• Not repainted or wallpapered					

Appendix B

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
• Condition of walls					
ELECTRICAL outlets work					
• Cover plates on outlets					
SMOKE detectors work					
OTHER					
• CURTAIN RODS & fixtures					
• BLINDS & shades					
• RUBBISH removed					
• LIGHTING fixtures & bulbs					
• VENTS & registers work					
•					
•					
•					
•					

Appendix B

COMMENTS:

By signing our name below I/we accept the Move-In/Move-Out Checklist as a part of the rental agreement and agree that it is an accurate account of the condition and contents of said premises and acknowledge receiving a copy hereof. I/we also agree to pay for any damages to the property and contents other than normal wear.

RESIDENT: _____ **DATE:** _____

RESIDENT: _____ **DATE:** _____

MANAGER: _____ **DATE:** _____

Appendix B

Planning Ahead: What to Think About and Do in the **WEEKS Before** You Move to a New Place

Name: _____ Date: _____

Helpers: 1) _____ 2) _____ 3) _____

4 weeks	3 weeks	2 weeks	1 week	Moving Day	First Night
<p>To do:</p> <p>Tour and double check accessibility Submit written request for accommodations and modifications Sign lease Set up utilities Schedule movers Line up helpers for packing Notify old landlord of departure</p>	<p>To do:</p> <p>Begin packing low-use items Sell/donate things you don't need Create Emergency Evacuation Plan Hire/schedule attendant care Set up communications: telephone, cable, YTD</p>	<p>To do:</p> <p>Confirm movers Notify movers of special needs, e.g. adaptive equipment transport Contract for cleaning services, if needed, to clean old place before departure, and provide ongoing services at new place</p>	<p>To do:</p> <p>Pack everything except most needed items Walk through old place with landlord to make sure you can get security deposit back Confirm schedule for attendant care Give post office change of address so mail will be forwarded Confirm utility set-up dates Make a "first night" plan</p>	<p>To do:</p> <p>Walk through new apartment with landlord – note pre-existing condition or damage Pack last minute things such as toiletries Make sure old place is clean, lock door, return key Transport "stuff" Set up critical items: bed, adaptive equipment, personal items Arrange furniture and unpack much "stuff" away as possible Organize food/drink for helpers</p>	<p>To do:</p> <p>Follow your "first night" plan, which could include Call a friend Have an "unpacking" party Order pizza Go to bed early and prepare for big unpacking day tomorrow</p>
What I will do:	What I will do:	What I will do:	What I will do:	What I will do:	What I will do:
Helper:	Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:	Helper:



Planning Ahead: What to Think About and Do in the **MONTHS Before**
You Move to a New Place

Name: _____ Date: _____
 Helpers: 1) _____ 2) _____ 3) _____

7 days	Day and Night Before Move	Moving Day	First Night	Days 2 - 7
To Do:	To Do:	To Do:	To Do:	To Do:
What I will do::	What I will do::	What I will do::	What I will do::	What I will do::
Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:

Appendix B

Planning Ahead: What to Think About and Do in the **DAYS Before & After** You Move to a New Place

Name: _____ Date: _____
 Helpers: 1) _____ 2) _____ 3) _____

7 days	Day and Night Before Move	Moving Day	First Night	Days 2 - 7
<p>To Do:</p> <p>Pack everything except most needed items Walk through old place with landlord to make sure you can get security deposit back Confirm schedule for attendant care Give post office change of address so mail will be forwarded Confirm utility set-up dates Make a "first night" plan</p>	<p>To Do:</p> <p>Make sure everything is ready for moving day Finish packing everything except overnight needs/toiletries Clean out refrigerator and discard food not being moved Make sure old place is clean and any needed repairs made Confirm helpers for moving day Say good-bye to neighbors/housemates</p>	<p>To Do:</p> <p>Pack last minute things such as toiletries Make sure old place is clean, lock door, return key Walk through new apartment with landlord – note pre-existing condition or damage Transport "stuff" Set up critical items: bed, adaptive equipment, personal items Arrange furniture and unpack much "stuff" away as possible Organize food/drink for helpers</p>	<p>To Do:</p> <p>Follow your "first night" plan, which could include Call a friend Have an "unpacking" party Order pizza Review emergency plan Go to bed early and prepare for big unpacking day tomorrow Make sure you have night lights so you won't get confused looking for bathroom at night Anticipate different sounds, lights, furniture arrangements in new place</p>	<p>To Do:</p> <p>Settle in: unpack and put away all "stuff" Purchase or acquire needed "stuff" such as cleaning supplies, chair, equipment Make sure adaptive equipment is set up correctly and working Notify healthcare and other service providers about new address/ telephone Introduce yourself to neighbors Address any problems in attendant care Organize for accommodations and modifications, as needed Learn locations and transportation routes to new shops and services</p>
What I will do::	What I will do::	What I will do::	What I will do::	What I will do::
Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:
Helper:	Helper:	Helper:	Helper:	Helper:

Developed as part of the CIL-NET, a program of the IL NET, an ILRU/NCIL/APRIL National Training and Technical Assistance Project.