

# Moving Out Checklist



## Checklist

## Action Steps

1. Have you redirected all mails to the new address?	Service is available at Singapore Post Offices
2. Have you applied to transfer or cancel your existing telephone line?	Call 1609 & provide local forwarding address for refund of your deposit.
3. Have you applied to cut off your utilities account (power supply/electricity/gas)?	Inform Singapore Power Services at least 4 days in advance to arrange for the cut-off date. Ensure that the cut off date is one day after the date of inspection with the Landlord. Remember to provide bank details for refund of your deposit.  To contact <b>Singapore Power</b> Call: 1800 235 684 or Fax: 6823 8229
4. Have you cancelled or transferred your Cable TV or Broadband subscription?	Call 1633 & return the decoder to Starhub to ensure refund of security deposit.
5. Have you obtained your moving out permit (for Apartment and Condominiums only)?	Request your mover to liaise with the Management Corporation Office.
6. Have you dry-cleaned the day and night curtains?	This should be done before hand over of the apartment. Documentary proof may be required.
7. Have you serviced the Air-Conditioning units (if applicable) and kept all past servicing receipts?	This should be done before hand over of the apartment. Documentary proof may be required.
8. Have you removed all picture hooks and patched up holes that might be made on walls and doors, etc?	This should be done before hand over of the apartment.
9. Have you cleaned the apartment?	This should be done before the hand over of the apartment.
10. Have you checked your inventory list?	Check inventory list to ensure Landlord's properties are not removed from the premises.
11. Have you ensure that the joint inspection form is signed-off by the Landlord or Landlord's representative?	Simply get your LandPLUS Realtor to assist!