

**I'm Moving Out:
How do I get my Security
Deposit Back?**

**Off-Campus Housing
Spring 2012**



Why Is this Important?

- I want as much of my security deposit back as possible!
- I want to leave the dwelling in good condition.
- I want to leave my landlord with a good impression of Iona students.



Moving Out Tips

- Know when your lease ends.
- Know how much notice you need to give your landlord before you move out.
- Put your notice in writing.



Your Moving Out Letter Should Include:

- The current date
- Your name
- Your current address
- Your current phone number
- Date you intend to move-out
- Date you will return keys
- Your future phone number
- Your future address



Moving Out Tips (cont'd)

- Request a walkthrough of your apartment to see what needs to be fixed/cleaned (about one month before moving out).
- If your landlord refuses, ask for a written list of what is required of you before move-out.
 - Do you have to paint?
 - Clean the carpet?



Pack and Move

- Get packing supplies: boxes, tape, twine, cleaning supplies, spackle, etc.
- Prepare to remove ALL personal items from the dwelling.
- Clean thoroughly.
- Keep receipts for cleaning supplies and repair items.



Pack and Move (cont'd)

- Clean/fix all items discussed during your walkthrough.
- Take a video and/or pictures of your apartment's condition upon move out.
- Ask your landlord to do another walkthrough.
 - Have him/her sign off on your move-out checklist.
- Ask him/her to write a statement saying the dwelling is clean, etc.



Pack and Move (cont'd)

- Return your keys in person.
 - OR send them certified mail.
- A landlord can continue to charge you until your keys are returned and/or he/she can charge you for a lock change.



Security Deposits

- Ask your landlord for a specific date you can expect your security deposit.
- A LANDLORD MUST RETURN YOUR SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGE IN A REASONABLE AMOUNT OF TIME.



Security Deposits (cont'd)

- Security Deposit \neq Last Month's Rent
(without landlord's written permission)
- If you have problems getting your security deposit back, contact:

The Office of the State Attorney General
(914) 422-8755.



Contact Information

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Director of Off-Campus Housing

(914) 633-2243

Office Hours:

Monday through Friday

9 am – 5 pm

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Gael Community Ambassadors

Office Hours:

Monday 5-6pm

Tuesday 2-3:30pm

Wednesday 5-6:30pm

Thursday 2-3pm

