

TRIP, Inc.  
415 River Street  
Troy, New York 12180

# MOVING OUT CHECK LIST

**Thoroughly clean your apartment.** Charges for cleaning will be assessed at the move out inspection. Clean the entire apartment including the stove, refrigerator, walls, cabinets, and floors.

**If you are leaving large trash items out front- you must call the City of Troy DPW between the hours of 6:00am to 3:30pm at 270-4579.**

*Please be advised that the city will not pickup more than what will fit in the back of a pickup truck.*

**Call National Grid, Cancel your service – effective on your move-out date. 1-800 642-4272**

**Schedule your move out inspection.**

Call TRIP at 272-8289 to setup a date and time. Should you not attend appointment the inspection will still be done. **Turn in all of your keys – even if you do not plan to attend a move-out inspection**

**Forwarding Your Mail.** Change of Address Forms are available at any Post Office or go online to [www.Moversguide.com](http://www.Moversguide.com) and file an Official change of address with the US Postal Service.

**Make certain TRIP has your forwarding address & phone number to send any refunded security deposits.**