

Already Time to Move Out?

Timing is everything when it comes to a smooth departure from your rental place. Be sure to start thinking about all of the paperwork and necessary notifications well ahead of the actual date you intend to move. To help plan your departure, keep the following timeline in mind:



Two Months or More Before Departure

When the idea of moving first occurs to you, check any contracts for Internet and/or cable TV, etc., that you would like to discontinue. Be sure of the exact amount of advance notice you need to provide. Com Avenue has examples of appropriate letters to cancel service. See Student Affairs for more information.



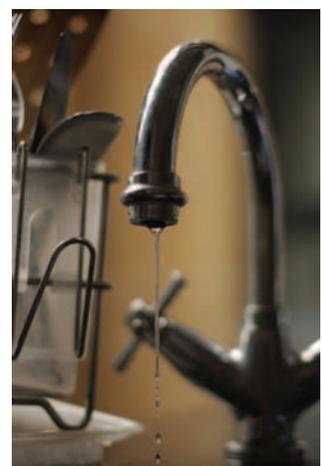
One Month Before Your Departure

Give your landlord one month's notice!!!!!! If you found your independent room, studio, apartment or homestay through the AUP Housing Office and intend to move out at the end of the semester, remember that you must give your landlord one month written notice to ensure that you recover your deposit. If you have signed a lease with your landlord, be sure to check to see how many months notice are required. Keep in mind this notice is also required by the Housing Office before you are able to search for new offers or other students can visit your apartment.

In the Fall, your notice should be submitted by Nov. 30. If you wait until after this, you may either lose your deposit or be expected to stay at the same place during the spring semester. In the spring, you should either send your letter or speak with the landlord about leaving or staying over the summer no later than the end of April. If you stay over the summer, you will need to give notice at the end of July.

To help you with the moving-out procedure, you can download a model of the "Move-Out Letter" from MyAUP. You need to recopy this letter in your own handwriting and send it to your landlord or landlady by registered mail (*lettre recommandée avec accusé de réception*). If you are living with a family, it is also important to let them know one month in advance the date on which you plan to move out, but you can tell them orally.

Word to the wise: if there are any leaks, breakage or other problems that need fixing in your rental space, it's never too late to report them to your landlord. Although leaks should be taken care of immediately (insurance reports need to be filled out within five days of a leak) – the sooner you deal with them, the less damage there will be. You will also avert the unpleasant situation of leaving your landlord with a bad surprise which may in turn impact your deposit. (See page 26 for more information about plumbing and leaks.)



Moving Out



Two Weeks Before Your Departure

- Change your mailing address at your bank so that you will continue to receive your account and credit statements.
- Contact the utility companies (EDF/electricity, GDF/gas) to arrange for final meter readings to be taken. Note that you will be charged for this service.
- You will also need to back this action up with a registered letter to the utility companies, and any other service providers (e.g.: telephone, cable and/or Internet) with whom you have a contract, to request that your name be taken off the bill as of the day you move out. Be sure to provide them with your new address. See the Housing section of MyAUP for sample termination letters.
- Make an appointment with your landlord for a date as close as possible to your departure to review the walkthrough which you filled out when you moved in.



The Week You Move

- Pack everything you own and intend to take with you.
- Get everything which doesn't belong to the landlord and which isn't going into your suitcase OUT of the room. Be sure to leave all objects and furniture that belong to the landlord where you found them when you moved in.
- Eat and/or use, give or throw away all leftover ketchup, cornflakes, bits and dabs of shampoo, etc.
- Return library books and remove all other books, paper, clothing, etc.



Final Departure

WALKTHROUGH – ETAT DES LIEUX: As close as possible to the date of your departure, you must meet with your landlord at your place to do a walkthrough. At the same time, do not plan on filling this form out just before leaving Paris. You may need a day or two after meeting with your landlord and reviewing the walkthrough together to solve disputes or settle payment. If your landlord or a representative is not available when you move out, it is still essential to fill out the walkthrough form and send him/her a photocopy.

