

# NuSun Vernon

## Move-Out Checklist

### Before You Move (60-30 Days Prior)

- Provide written notice to landlord per lease terms (typically 30-60 days)
- Confirm move-out date and time with landlord
- Schedule move with Resident Manager Anny Wu (awu@nyallianceproperties.com)
- Move days: Monday–Friday only, 9:00 AM – 5:00 PM (no weekends/holidays)
- Submit \$1,000 refundable deposit (to "NuSun Vernon Condominium LLC") — certified check
- Submit \$300 non-refundable service fee (to "NY Alliance Properties LLC") — certified check
- Obtain COI from moving company (same requirements as move-in)
- Schedule final walk-through with landlord
- Provide forwarding address for security deposit return

### Utilities & Services

- Schedule final meter reading with Con Edison for your last day
- Cancel or transfer internet service
- Cancel renter's insurance (after move-out date)
- Cancel any parking or storage rentals with building
- Update address with banks, employers, subscriptions, etc.
- Set up USPS mail forwarding

### Cleaning & Repairs

- Remove all personal belongings and furniture
- Clean refrigerator interior and defrost if needed
- Clean oven, stovetop, and microwave interior
- Run empty dishwasher cycle
- Clean washer/dryer lint trap and interior
- Clean bathroom thoroughly (tub, toilet, sink, mirrors)
- Wipe down kitchen cabinets and countertops
- Clean all floors (vacuum/sweep/mop as appropriate)
- Clean interior windows
- Patch small nail holes in walls (spackle provided)
- Remove any adhesive hooks or mounting tape
- Clean light fixtures and replace any burnt-out bulbs
- Wipe down baseboards and door frames

*Note: Professional cleaning not required if unit is in good condition.*

## Final Walk-Through

- Walk through unit with landlord to document condition
- Take final photos/video of all rooms
- Discuss any potential deductions from security deposit
- Sign move-out inspection form if provided

## Key Return

- Return all unit keys
- Return all key fobs / building access devices
- Return mailbox key
- Return parking garage remote (if applicable)
- Return any borrowed building equipment

## After Move-Out

- Confirm receipt of keys with landlord
- Request written confirmation of move-out date
- Expect security deposit return within 14 days per NY law
- Keep copies of all move-out documentation

## Important Contacts

Landlord Email: [rentals@nusunvernon.com](mailto:rentals@nusunvernon.com)

Resident Manager: Anny Wu — [awu@nyallianceproperties.com](mailto:awu@nyallianceproperties.com) | (718) 504-6788

General Manager: Scott Xue — [sxue@nyallianceproperties.com](mailto:sxue@nyallianceproperties.com) | (347) 517-0722

Front Desk (24/7): (347) 396-5827

## Notes

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