



Town of Sudbury

Board of Health Social Work Department

DPW Building
275 Old Lancaster Road
Sudbury, MA 01776
978 440-5476

A Guide to Moving

On this document there are a number of affordable options for moving found in the Sudbury/Metrowest area. The Sudbury Social Work office does not endorse any of these organizations and provides this for informational purposes only. You should always do your own research to ensure that a company meets your individual needs.

Before Moving into a New Apartment:

Adapted from <https://www.masslegalhelp.org/housing/lt1-form-1-moving-in-checklist.pdf>

- **Questions to ask the new landlord**
 - What utilities are included in the rent? (heat, electricity, water, gas, trash removal)
 - When will the apartment be available?
 - Is there a tenant in the apartment now?
 - If so, when will she be moving out?
 - Will the apartment be cleaned when she leaves?
 - Is the landlord planning to make any repairs to the apartment after the current tenant moves out, and if so, which repairs?
 - Does the apartment have any lead paint in it or has it been inspected for lead paint?
 - This is important if you are pregnant or have any children under the age of six.
 - If you have a car, what are the parking arrangements?
 - When will your lease begin? If it is in the middle of the month, will rent be prorated?
 - How much is laundry? Is it in the building or do you need transportation?
 - How much of a down payment is needed for the apartment?
 - Can you afford this payment at this time?
 - Where is the nearest...
 - Affordable grocery store
 - Pharmacy
 - Hospital
 - Place of Worship
 - Gas station
 - Public transportation stop
- **Things to Check Out Before You Rent the Apartment**
 - Turn on all the faucets in the bathroom and kitchen all the way (including the shower and the bathtub).
 - Is there hot and cold water?
 - How is the pressure?
 - Is the water discolored?
 - Do the drains work properly?
 - Is there a refrigerator? Microwave? Stove?

- (Note: Landlords are not required by law to provide refrigerators. But, if they do, they must keep them in good condition.)
 - Flush the toilet.
 - Does it work? Does it fill up properly?
 - Flip the light switches and see if the lights go on.
 - Are there at least two electrical outlets OR one electrical outlet and a light fixture in each room?
 - Are there any exposed wires?
 - Are the windows weathertight (which means you cannot feel drafts of air through them coming from outside)?
 - Do they open and close?
 - Do they have screens?
 - Are the walls, floors, and ceilings in good condition? Any cracks, holes, or signs of leaking?
 - Look for any evidence of bugs or rodents (such as dead bugs, mouse droppings, bait and/or traps)?
 - Are there at least two exits? Are they blocked in any way?
 - If the apartment is above the first floor, are there fire escapes?
 - Is there a smoke detector and a carbon monoxide detector?
 - Are there locks on the outside doors and windows? Do they work?
 - Is there a mailbox?
 - Is there mold/has there ever been signs of mold in the apartment?
 - If it is heating season (September 15-June 15), does the heat work? Can you control the heat?
 - Is there a common entrance?
 - Does it have a working lock?
 - Is there good lighting?
 - Will your furniture fit through the door and in the new apartment?
 - Take measurements of your large pieces of furniture before you do the walk through to ensure it will fit.
- **Things to do with your Landlord for Documentation**
 - Whether or not you're paying a security deposit, do a walk-through with the landlord and bring to her attention any issues that you see.
 - Write the problems on the Statement of Conditions if the landlord gives you one. If not, send/email the landlord a list of the problems that existed when you moved in and keep a copy for yourself. Take pictures of any problems in the apartment that exist when you move in and save them in case the landlord tries to blame you for the problems later.
 - Get a folder and put all the documents from your tenancy in it:
 - your receipts for rent and security deposit
 - copies of any letters you sent to your landlord and any correspondence from your landlord to you. It is highly recommended to communicate any concerns in writing/email and to keep copies to ensure that you have documentation.
 - Your Lease (Always be sure to read your entire lease. You are responsible for everything in the lease throughout your tenancy.)

- Your tenancy agreement (if there is one).
- That way everything is in one place so you can find these important documents in case you need to prove later that you paid your rent or that you told the landlord about problems in your home.

Ending a Lease:

- If you are leaving in the middle of the month, ask if your rent will be prorated
- Be sure you know how much notice to vacate you are required to give and if this notice must be in writing.
- Do a walk through alone first, and then with your landlord, and document any issues in the apartment with photos
 - Ask lots of questions, and clarify at the time what they mean if they see anything that needs to be fixed. Mutually document the concerns. If they mention something needs to be fixed, take a picture, and make sure to get their concern in writing before you leave. Inquire if you can do any painting or minor repairs yourself to save money.

Budgeting for a Move: Things to Consider

- Time off of work
 - Will you need to take any days off work?
 - If so, will they be paid time off? If they are not, how will you make up the income that was lost?
- Security Deposit
 - It is possible your security deposit will not be given back to you in full. Plan for this possibility
- First and last month's rent
- Do you need to pay off any overdue cable, electric, or other utility bills?
 - You cannot transfer service to a new apartment if you have overdue bills.
- Renting a truck
 - Cost of truck itself
 - Insurance for the truck
 - Gas for the truck
- Cost of Moving Supplies
 - Boxes
 - Packing tape
 - Bubble wrap
- Replacing Household Items (things you may decide not to bring with you)
 - Cleaning supplies (toilet cleaner, plungers, etc.)
 - Shower liners
 - Bathmats
 - Curtains (or anything else that may no longer fit the measurements of your apt.)
- Is there an increased cost of utilities in your new apartment? Have you worked this into your budget.
- Copies of extra keys for your new apartment
- Paint
 - For either your old or new apartment

- Cleaning costs
 - Both in your old and new apartment
 - Does your landlord require that you use a cleaning service?
- Food:
 - Anything that you may not decide to bring with you that you will need to replace
- Damage to personal items while moving

Forwarding Mail and Changing Addresses

- Be sure to let the following groups know of a change of address:
 - [United States Postal Service](#)
 - Banks
 - [The parking clerk \(if necessary\)](#)
 - Utilities (heat, electric, cable, Wi-Fi)
 - Insurance (car, renter's, health, etc.)
 - School, work, or professional organizations

Moving Truck Rentals, Moving Companies, and where to park

- Things to consider
 - What times are you available to drop off and pick up the vehicle?
 - Will you be in need of 24-hour drop off
 - Are you moving at a popular time of year (i.e. September 1st in Boston)?
 - Is it possible to move during a time when the rates are lower?
- Reviewing Moving Companies
 - [The Massachusetts Transportation Oversight Division](#) has a database of complaints against different moving companies
 - [The City of Boston](#) has a list of moving scams
- Some nearby Options
 - There is a U-Haul in Maynard, Acton, and Framingham
 - There is a Penske in Framingham
 - It is possible to rent moving trucks from the Home Depot
- Check to see if you will need a special permit from the city to park the moving truck near the apartment or home

For additional questions, or suggested additions to this list, please call the Sudbury Town Social Worker at 978-440-5476.

Please visit <https://sudbury.ma.us/socialworker/> for up to date information and additional resources.