SUBJECT	Date
CONVENTIONAL PROCEDURES MANUAL	
MOVE-OUT PROCESS	01-14-13
MOVE OUT PROCESSING WORKSHEET – FORM #T-40	177

PURPOSE:

To list all items to be accomplished with a move out

PREPARED BY:

SM or OM

WHEN PREPARED: Upon notice by resident of intent to move out (usually Form T-41)

## Complete form as follows (see example):

- (1) Community Name
- (2) Resident name(s)
- (3) Move out date
- (4) Apartment number
- (5) Initials of person completing
- (6) Date completed
- (7) Circle type of refund

## Comments:

- A. Prepare red move out file folder
- B. Acco fasten form T-40 to left side of red move out folder

Property	
LIODEIN	

LA - Leasing Agent OM - Office Manager MD – Maintenance Director SM – Site Manager

## MOVE OUT WORKSHEET

Resident Name				Apt. Number
Move Out Date				
RESPONSIBLE	INITIAL	DATE	FORM	RECEIVING INTENT TO VACATE
LA, SM				While resident is present, check for the lease expiration date
LA, SM	<u> </u>		_ T-41	Complete Notice of Intent to Vacate with resident signature.
LA,SM				Enter Notice Given in Real Page
SM			T-3	List resident on Daily Report as a Move Out Notice (NTV)
LA, SM SM			• •	Write apt. # and move out date on Leasing Board Review and Complete bottom section of Intent to Vacat
T 4 CD 6			ממ	and email to main office
LA,SM SM, MD			RP RP	Issue Service Request to inspect cabinets Issue Purchase Order for cabinet doors (if needed)
				MOVE OUT FOLDER
OM			-	Prepare red move out folder with Name & Apt. #
OM			T-40	Prepare the <u>Move Out Worksheet</u> (T-40) and put in red move out folder
OM			. RP	Print out resident ledger from RealPage and place in red
				move out folder
OM			T-41	File original Notice of Intent to Vacate in resident file.
0) (			TT 40	Put a copy in red move out folder
OM			T-42	Put <u>Move Out Maintenance Walk Thru Report</u> in red move out folder
OM			T-27	Put move in <u>Inspection Check List</u> in red move out Folder
OM			T-27a,b,th	Put Specific Damages Form in red move out folder
OM			T-110	Put Vacant Make Ready Form in red move out folder
OM			_ T-110a	Put Initial Punch Out Form in red move out folder
OM			T-115	Put Master HD Supply form in red move out folder
SM, LA				ACTUAL MOVE OUT Verify with resident that forwarding address on Intent
				to Vacate is correct. Revise if needed.
SM,LA				Collect keys and garage door opener(s)
SM,LA			RP	Enter Move-Out in Real Page
SM,LA			T-3	List on Daily Report as move out
SM				List on Leasing Board as vacant
OM				Pull rolodex cards
SM				Notify submeter company of move out and get a copy of final bill
	v <del>.</del>			MOVE OUT INSPECTION
SM, MD			T-27	Inspect apartment, fill out Move out section
SM, MD				Take digital photos of damages with date displayed
SM, MD			T-110	Complete Vacant Apartment Make Ready Form
SM,MD			T-110a	Prepare Initial Punch Out Form
SM, MD			T-115	Complete HD Supply form and submit to HD
SM, MD			RP	Issue POs in RealPage per T-110
SM, MD			RP	Issue Service Requests per T-110
SM. MD			T-42	Complete Move Out Maintenance Walk Thru Report

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OM,SM			1-42	Email to Clearwater for amounts to charge to residen
				with bids attached
SM,MD				Email photos of damages to MS and DPM
OM,SM			T-40	Email copy of T-40 completed to date to main office
				FINAL ACCOUNT STATEMENT
MS		<del></del>	T-42a	Complete tenant information on Notice to Impose
3				Claim
MS			T-42a	Fill in financial section of Notice to Impose Claim.
				Check math on Notice to Impose Claim. Deduct
MS			T-42b	final charges including repair and cleaning charges.
MIS			1-420	Complete RealPage Final Account Statement. Figures must agree with T-42a
MS			T-42a	Circle One: Full Refund Partial Refund
1415	<del></del>		1-42u	No Refund
				FULL REFUND (Complete within 7 days)
MS			T-42,T-42a	Make copies and email items to property
OM				File property copies in resident file
AP				Write check for refund to residents
AP				Enter check in RealPage
TF				TF sign checks
MS, AP			T-42b	Mail Final Account Statement, and refund check
				to resident (regular mail)
				PARTIAL OR NO REFUND (Complete within 14
1.60				days)
MS				Make copies and email items to property
OM				File property copies in resident file
MS		<del></del>		File copies of repair bills, cleaning, etc. in Resident file
AP				Write check to property for balance due property (up
711				to amount of Security Deposit)
AP				Write check for final water/sewer bill to submetering
				company (if funds are left)
AP				Write refund check to resident (if funds are left)
AP				Enter checks in RealPage
AP				Deposit due property check in operating account
MS	~			Mail final utility check to utility company
MS				Mail Certified Mail Return Receipt Requested items
				to Resident per list with copy to Guarantor
MS				File proof of mailing in Resident file
MS				Hold file for 30 days to see if Resident pays balance
3.60				due property
MS				If balance due property after 30 days, send file to
MC AD				collections
MS, AP				Mail to resident as follows:
Partial Refund				No Refund
Check for balanc				Notice to Impose Claim (T-42a)
Notice to Impose				Final Account Statement (T-42b)
Final Account St	atement (T-42b)			Final Utility Bill
Final utility bill	عدد 1 - داند - 1 - من <i>ا</i> ع س			
copy of check fo	or final utility bill*	<del></del>		
*if funds availab	ie io pay			