



**MOVE OUT PACKAGE FORM**

**Requirements:**

	Yes	No	If no, provide reasons:
1. 30-day Notification Letter from Tenant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. If eviction, eviction notice provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. If death, death certificate provided along with Power of Attorney or Will	<input type="checkbox"/>	<input type="checkbox"/>	N/A
2. Notification on forwarding address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Signed Move-In Inspection Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Signed Move-Out Inspection Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Copy of Tenant's Security Deposit Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Copy of Signed W-9 from Tenant	<input type="checkbox"/>	<input type="checkbox"/>	N/A
7. Move-Out Charges If yes, the following must be provided:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Price Listings of Move-out charges	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. Detail List of Move-out damages	<input type="checkbox"/>	<input type="checkbox"/>	N/A
8. Tenant ledger charges are accurate If inaccurate, the following must be provided:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Tenant charge/credit request form	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. Charges/credits created in Yardi / Nexodus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. If charges/credits have been created, include unposted charge batch report	<input type="checkbox"/>	<input type="checkbox"/>	N/A
9. Will Tenant be put in collections?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Copy of Lease and ALL Lease Renewals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. All applicable addendums	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Copy of Tenant Ledger - HAP and non-HAP	<input type="checkbox"/>	<input type="checkbox"/>	N/A
12. Copy of Tenant Share Letter for HAP Tenants - (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	N/A

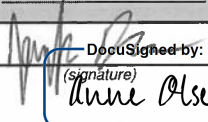
**BASIC INFORMATION**

<b>Date:</b>	08/31/22	<b>Security Deposit Selection:</b>	Security Deposit Refund <i>(choose from drop down list)</i>
<b>Property Name:</b>	The Shop SLC	<b>Reasons for Move Out:</b>	Relocating – Different City*
<b>Tenant Name:</b>	Norm Reitter	<b>Move In Date:</b>	2.14.22
<b>Unit Number:</b>	426	<b>Move Out Date:</b>	9.1.22

<b>SECURITY DEPOSIT CREDIT:</b>	\$ (750.00)	(To be filled out onsite)
<b>OTHER SECURITY DEPOSIT CREDITS:</b>	\$ -	(To be filled out onsite)
<b>UNPAID RENT / OTHER UNPAID CHARGES:</b>	\$ -	(To be filled out onsite)
<b>LEDGER CREDITS:</b>	\$ -	(To be filled out onsite)
<b>DAMAGES CHARGES:</b>	\$ -	(To be filled out onsite)
<b>TERMINATION FEES:</b>	\$ -	(To be filled out onsite)
<b>LEGAL FEES:</b>	\$ -	(To be filled out onsite)
<b>SKIP CHARGES:</b>	\$ -	(To be filled out onsite)

<b>SECURITY DEPOSIT FORFEITURE CHARGE:</b> \$ _____	-	(To be filled out onsite)
<b>SUBTOTAL</b> \$ _____	<b>(750.00)</b>	(Equation)
<b>SECURITY DEPOSIT INTEREST:</b> _____		(To be filled out by Accountants Receivable)
<b>SECURITY DEPOSIT INTEREST FORFEITURE:</b> _____		(To be filled out by Accountants Receivable)
<b>REFUND / BALANCE OWED BY TENANT</b> _____		(To be filled out by Accountants Receivable)

<b>Prepared By:</b> (Type Name Here)	 _____ (signature)	<b>DocuSigned by:</b> _____ Date	8/31/2022 Date
<b>Property Manager:</b> (Type Name Here)	 _____ (signature)	479865E4EFG4442... _____ (signature)	9/14/2022 Date
<b>Approved By:</b> (Type Name Here)	_____ (Regional Manager)	_____ Date	_____ Date

\*\*\*All back up must be provided and sent to the corporate office, prior to any adjustments being made to tenants' ledgers\*\*\*\*  
Due by 8th of the month for move-outs that occurred between the 15th and last day of the month or by the 23rd of the month for move-outs that occurred between the 1st and 15th of the current month.