

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

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 _____

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**

LA, SM _____ _____ _____

LA, SM _____ _____ T-41

LA, SM _____ _____ T-3
 SM _____ _____

LA, SM _____ _____
 SM _____ _____

LA, SM _____ _____ RP
 SM, MD _____ _____ RP

OM _____ _____
 OM _____ _____ T-40

OM _____ _____ RP

OM _____ _____ T-41

OM _____ _____ T-42

OM _____ _____ T-27

OM _____ _____ T-27a,b,th

OM _____ _____ T-110

OM _____ _____ T-110a

OM _____ _____ T-115

SM, LA _____ _____

SM, LA _____ _____

SM, LA _____ _____ RP

SM, LA _____ _____ T-3

SM _____ _____

OM _____ _____

SM _____ _____

SM, MD _____ _____ T-27

SM, MD _____ _____

SM, MD _____ _____ T-110

SM, MD _____ _____ T-110a

SM, MD _____ _____ T-115

SM, MD _____ _____ RP

SM, MD _____ _____ RP

SM, MD _____ _____ T-42

RECEIVING INTENT TO VACATE

While resident is present, check for the lease expiration date
 Complete Notice of Intent to Vacate with resident signature.
 Enter Notice Given in Real Page
 List resident on Daily Report as a Move Out Notice (NTV)
 Write apt. # and move out date on Leasing Board
 Review and Complete bottom section of Intent to Vacate and email to main office
 Issue Service Request to inspect cabinets
 Issue Purchase Order for cabinet doors (if needed)

MOVE OUT FOLDER

Prepare red move out folder with Name & Apt. #
 Prepare the Move Out Worksheet (T-40) and put in red move out folder
 Print out resident ledger from RealPage and place in red move out folder
 File original Notice of Intent to Vacate in resident file. Put a copy in red move out folder
 Put Move Out Maintenance Walk Thru Report in red move out folder
 Put move in Inspection Check List in red move out Folder
 Put Specific Damages Form in red move out folder
 Put Vacant Make Ready Form in red move out folder
 Put Initial Punch Out Form in red move out folder
 Put Master HD Supply form in red move out folder

ACTUAL MOVE OUT

Verify with resident that forwarding address on Intent to Vacate is correct. Revise if needed.
 Collect keys and garage door opener(s)
 Enter Move-Out in Real Page
 List on Daily Report as move out
 List on Leasing Board as vacant
 Pull rolodex cards
 Notify submeter company of move out and get a copy of final bill

MOVE OUT INSPECTION

Inspect apartment, fill out Move out section
 Take digital photos of damages with date displayed
 Complete Vacant Apartment Make Ready Form
 Prepare Initial Punch Out Form
 Complete HD Supply form and submit to HD
 Issue POs in RealPage per T-110
 Issue Service Requests per T-110
 Complete Move Out Maintenance Walk Thru Report

