

Directions for a Processing a Move – Out

Option 1 - If the Tenant puts in a 30-day move out notice in writing (website). Make sure to get a forwarding address. Perform a pre-move out inspection (website).

Option 2 - If the Tenant abandons the apartment. Post a Notice of Abandonment (website) on the apartment door for 30-days.

Option 3 – If the Tenant is evicted. (website). Tenant has 30 days to leave the apartment.

Option 4 - If the tenant has passed away, find the obituary, and print it out!

1. Download the Checklist to Processing a Security Deposit Disposition (website)
2. Pull the Move In/Move Out inspection form from the left side of tenant file.
 - a. Perform Move-Out Inspection. Document any/all issues and how to fix it.
 - b. Perform Move-Out Inspection with tenant if possible, manager signs and dates it, and the tenant signs and dates it.
 - c. Put a work order in FHA – Make Unit Ready and list all damages that need addressed.
3. Download the Move Out Form (website). You will fill in all the yellow highlighted areas.
4. In FHA – Go to Data → Unit Data → Choose Apt # → You will complete two sections of this screen. MOVE OUT NOTICE: Enter date of Notice (30 days) or Death. Then choose VACATE: Enter the date of Move Out.
 - a. This updates the 50059-A. **Print it out and sign bottom right!**
 - b. This will also tell you updated prorated rent to put in Move Out Form
5. In FHA – Go to Accounting → A/R Tenant Journal Entry, and make sure the checkbox for Past Tenants is checked → Go to Tenant Selection and Choose Apt #.
 - a. Enter damages found during inspection (reference Damage Price List on website)
 - b. Go to Print → Print the Tenant Ledger (choose Group by Charge Code)
6. Put documents in order according to the Checklist to Processing a Security Deposit Disposition and email your bookkeeper.
7. On your calendar, put a reminder to call the Main Office 30 days from move-out to see if the tenant paid off their debt or made a payment agreement. If nothing has been paid, send the tenant to CSC (website).
8. Start special claims once apartment is turned.