

**Assisted Housing Complexes  
Managed by Human Resource Development & Employment, Inc.  
Tenant File Checklist for Move-Out**

**Last Name:** \_\_\_\_\_ **Apt. #:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**MOVE OUT**

- 30-Day Notice or Date of Death** \_\_\_\_\_
- 50059-A**
- Move-Out Inspection**, original with Manager and Tenant signature and date
- Copy of distribution letter** (applicable only if tenant owes money to site)
- Copy of refund check to tenant** (applicable only if tenant is due security/key deposit refund)
- Vacant Status** – (Closed, Make Unit Ready)
- Process **Special Claims**

All tenant files must be secured in a locked filing cabinet to maintain confidentiality

HRDE-M1 Tenant File Checklist for Move-Out Revised 4/2021

