## SAMPLE MOVE-OUT CHECKLIST

Address to Send Disposition Letter and Security Deposit:    DOCUMENTS AND PROCESSES FOR MOVE-OUT	Unit No.: Move-in Date:				
DOCUMENTS AND PROCESSES FOR MOVE-OUT  30 Day Notice From Tenant of Intent to Vacate Date of Notice:  Date of Intended Move Out:  Actual Move Out Date:  Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	Tenant Names:				
30 Day Notice From Tenant of Intent to Vacate Date of Notice:  Date of Intended Move Out: Actual Move Out Date:  Submit Move-Out to TRACS Move-Out Inspection Date of Move-Out Inspection: Apartment Keys Returned Date Keys Returned: Disposition Letter Sent With Itemization of All Charges Documentation of All Charges Date of Disposition Letter: Billing for Damages or Unpaid Rent Date Certified Letter Sent:  Payment Received Payment Not Received and Sent to Collections	Address to Send Disposition Letter and Secur	rity Deposit:			
30 Day Notice From Tenant of Intent to Vacate Date of Notice:  Date of Intended Move Out:  Actual Move Out Date:  Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections					
30 Day Notice From Tenant of Intent to Vacate Date of Notice:  Date of Intended Move Out: Actual Move Out Date:  Submit Move-Out to TRACS Move-Out Inspection Date of Move-Out Inspection: Apartment Keys Returned Date Keys Returned: Disposition Letter Sent With Itemization of All Charges Documentation of All Charges Date of Disposition Letter: Billing for Damages or Unpaid Rent Date Certified Letter Sent:  Payment Received Payment Not Received and Sent to Collections					
30 Day Notice From Tenant of Intent to Vacate Date of Notice:  Date of Intended Move Out: Actual Move Out Date:  Submit Move-Out to TRACS Move-Out Inspection Date of Move-Out Inspection: Apartment Keys Returned Date Keys Returned: Disposition Letter Sent With Itemization of All Charges Documentation of All Charges Date of Disposition Letter: Billing for Damages or Unpaid Rent Date Certified Letter Sent:  Payment Received Payment Not Received and Sent to Collections					
Date of Notice:  Date of Intended Move Out:  Actual Move Out Date:  Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	DOCUMENTS AND PROCESSES	FOR MOVE-OUT	✓	Int.	
Date of Notice:  Date of Intended Move Out:  Actual Move Out Date:  Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections					
Actual Move Out Date:  Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	<b>*</b>				
Submit Move-Out to TRACS  Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	Date of Intended Move	e Out:			
Move-Out Inspection  Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	Actual Move Out	Date:			
Date of Move-Out Inspection:  Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections		Submit Move-Out to TRACS			
Apartment Keys Returned  Date Keys Returned:  Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections		Move-Out Inspection			
Date Keys Returned: Disposition Letter Sent With Itemization of All Charges Documentation of All Charges Date of Disposition Letter: Billing for Damages or Unpaid Rent Date Certified Letter Sent: Payment Received Payment Not Received and Sent to Collections	Date of Move-Out Inspec	ction:			
Disposition Letter Sent With Itemization of All Charges  Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections		Apartment Keys Returned			
Documentation of All Charges  Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections					
Date of Disposition Letter:  Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	Disposition Letter Sent Wit	h Itemization of All Charges			
Billing for Damages or Unpaid Rent  Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	Do	cumentation of All Charges			
Date Certified Letter Sent:  Payment Received  Payment Not Received and Sent to Collections	<b>_</b>				
Payment Received Payment Not Received and Sent to Collections					
Payment Not Received and Sent to Collections	Date Certified Letter				
Date Sent to Collections:					
Date Unit Ready for Occupancy:					
Sent Submitted Special Claims COMMENTS, NOTATIONS AND SPECIAL INSTRUCTIONS:					