SAMPLE MOVE-OUT CHECKLIST

Unit No.: _____ Move-in Date:_____

Tenant Names: _____

Address to Send Disposition Letter and Security Deposit:

_____
_____
_____
_____

DOCUMENTS AND PROCESSES FOR MOVE-OUT	✓	Int.	
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 Sent to Collections:			
Date Unit Ready for Occupancy:			
Sent Submitted Special Claims			

COMMENTS, NOTATIONS AND SPECIAL INSTRUCTIONS: