

## 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:**

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