

# MOVE-OUT PROCEDURES CHECKLIST

(Completed with each move-out and filed in tenant's move-out file)

Date of Notice: \_\_\_\_\_ Pre-Inspection Date: \_\_\_\_\_  
Tenant: \_\_\_\_\_ Pass: \_\_\_\_\_ Fail: \_\_\_\_\_ Date: \_\_\_\_\_  
Rank: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Pass: \_\_\_\_\_ Fail: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact #: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
 Early Termination: \_\_\_\_\_

- \_\_\_\_\_ Generate a **Notice of intent to Vacate** when notified in advance by the tenant of the upcoming vacancy. Check tenant's financial ledger for amounts owed as of date of notice, to include amount in **Notice of Intent to Vacate** (and early termination fee, if applicable).
- \_\_\_\_\_ Obtain copy of orders, if applicable (Target Tenants only).
- \_\_\_\_\_ Tenant completes **Exit Survey**.
- \_\_\_\_\_ Tenant signs **Stop Allotment Form**.
- \_\_\_\_\_ Schedule a pre-inspection date within 5 days of receipt of intent to vacate. Tenant must be present at this time.
- \_\_\_\_\_ Provide tenant with **Move-Out Cleaning Checklist**.
- \_\_\_\_\_ Conduct a pre-inspection of the unit with the tenant prior to move-out.
- \_\_\_\_\_ Conduct a final inspection of the unit with the tenant present (if possible).
  - ✓ Prior to conducting final inspection, obtain outstanding monies owed.
- \_\_\_\_\_ Complete a **Statement of Unit Condition**. Compare the condition at move-out with the condition at move-in.
  - ✓ Upon completion of final inspection, perform the Deposit Accounting (Yardi), include damages to outstanding balance and provide total due to tenant. Inform the tenant that the outstanding balance must be paid prior to clearance.
- \_\_\_\_\_ Print a **Move-Out Statement** (Yardi) and send via certified mail, return receipt requested to tenant's forwarding address (or the last known address at the complex if no forwarding address was provided).
- \_\_\_\_\_ Create a make-ready work order and give to maintenance on the date of final inspection.
- \_\_\_\_\_ Notify maintenance of vacancy, and unit make-ready for occupancy.
- \_\_\_\_\_ Have maintenance complete the **Unit Make-Ready** and the **Unit Make-Ready Time Reports**.