

Move-Out Paperwork Check-List

Use this one form per household as your coversheet when emailing and mailing.
Keep a copy for your records.

Property Name: _____

Resident Name & Apt Number: _____

Submitted by (mgr/asst mgr name): _____

Step 1. Scan and Email - to the Central Office on the Day of Move-Out _____ Date
_____ Form 035 - Tenant File Maintenance
_____ Form 052 - Refund of Security Deposit

Step 2. Mail (yes-Mail) - to the Central Office the following Originals _____ Date
Please keep a copy on site for your records.
_____ Form 035 - Tenant File Maintenance
_____ Form 052 - Refund of Security Deposit
_____ Form 077 - Ledger Cards
_____ Form 041 - Next of Kin
_____ Form 050 - Notice of Move-Out
_____ Form 043 - Move-In Inspection
_____ Form 043 - Move-Out Inspection

Step 3. For Balance Owed - Mail to the Central Office _____ Date
_____ Copy of Lease Pages
_____ For HUD - Page 1 & 15 (Term Page & Signature Page)
_____ For KY-RD - Page 1 & 13 (Term Page & Signature Page)
_____ For Other State-RD - Term Page & Signature Page
_____ Copy of Lease Amendment or Addendum
_____ Most Current Only
_____ Form 001 - Copy of the Pre-Application (all pages)

Fill out forms completely and legibly.
If you are unsure of a charge "circle" the charge and the Central Office will follow-up.
Never delay scanning and emailing a move-out the day of the move-out.
Once you have scanned and emailed,
immediately input this information on your Rental Activity/MIMO Report.