

Tenant File Maintenance

PROPERTY _____

CHECK ONE OF THE FOLLOWING:

MOVE IN _____ TRANSFER _____ CURR.RENT CHANGE _____
MOVE OUT _____ CORRECTION _____ PRIOR RENT CHANGE _____

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TENANT NAME _____

UNIT NUMBER _____

FILL OUT FOR NEW MOVE IN

SOCIAL SECURITY NUMBER _____ - _____ - _____

MOVE IN DATE _____

SECURITY DEPOSIT AMOUNT _____

RENT AMOUNT _____

PRO RATE AMOUNT _____

FILL OUT FOR TRANSFER

DATE TRANSFERRED _____

FROM UNIT _____ TO UNIT _____

RENT AMOUNT _____

PRORATE AMOUNT _____

TRANSFER FEE _____

IF \$-0- PLEASE INDICATE REASON _____

FILL OUT FOR MOVE OUT

MOVE OUT DATE _____

PRO RATE AMOUNT _____

FILL OUT FOR RENT/UA CHANGE

EFFECTIVE DATE _____

RENT AMOUNT _____

REASON FOR CHANGE: ASSIGNING R.A. _____ U.A. _____ INTERIM _____ RECERT _____

OTHER CHANGES

R&M _____

COURT _____

ELECTRIC _____

OTHER _____