

Vacant Ready Units Over 30 Days

Vacancy Claims

The unit below has been vacant and ready to rent for over 30 days. In order to submit a vacancy claim, the following information must be submitted:

Property _____ Unit Number _____

Date Unit Vacated _____

Previous Tenant _____

Date Unit Ready for Occupancy _____

New Tenant _____ **Still Vacant**

In the Comment Section below, please include the following information:

- 1. All tasks that you have completed to ready the unit (painting, carpet, cleaning, etc.)**
- 2. The dates you completed these tasks.**
- 3. The reason(s) why the unit has been ready for 30 days and is still vacant (e.g. processing multiple applications due to rejections, or took an ad in newspaper.)**
- 4. Attach a copy of any advertising you currently have.**

Comments _____

Prepared by

Title

Date

*Return this completed form to Laura Roberts either through dropbox or via email,
lroberts@franklinasset.net.*