

Unit Vacancy Report

Property: _____

Unit Number: _____

Date unit vacated: _____

Transferred Into: _____

Previous Tenant: _____

Turnover explanation: (please complete where applicable)

Maintenance	Start Date: _____	Complete Date: _____
Painting	Start Date: _____	Complete Date: _____
Floor Replacement	Start Date: _____	Complete Date: _____
Carpet Clean	Start Date: _____	Complete Date: _____
Unit Cleaning	Start Date: _____	Complete Date: _____

Please list any additional items with start and completion dates:

Date unit ready for occupancy: _____

Date unit occupied: _____

Transferred from: _____

New Tenant: _____

All transfers must be listed on the transfer list. If transfer was due to reasonable accommodation, you must attach the Request for Reasonable Accommodation (form 047B) and the Approval of Request for Reasonable Accommodation (form 047D).

Prepared by

Title

Date