**Move-Out Checklist**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APARTMENT #: \_\_\_\_\_\_\_\_

INITIALS

Notice Received Date:

Move Out Date:

Notice Acknowledgement, Etc. Sent to Resident/Guarantor Date:

Pre-Lease Notification Date:

Pre-Move Out Inspection Date:

Keys, Etc. Received Date:

Move Out Inspection Date:

Move Out Inventory Complete Date:

Deposit Disposition Processed Date:

Account Ledger Printed Date:

Disposition Mailed to All Resident(s), Guarantor(s),

and Local Housing Authority, if applicable Date:

Files Created for All Roommate(s), if applicable Date:

Submitted for Collection to

Date:

MOVE OUT FILE IN COMPLIANCE WITH ALL SIGNATURES

PROPERTY MANAGER'S SIGNATURE

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.