



**MOVE OUT INFORMATION**

**TO: OFFICE**

**(To be sent next day of move out, no phone calls, or small pieces of paper accepted. Bonus infraction charge \$25.00 if not received within 24 hours)**

**Tenant's Name:** \_\_\_\_\_

**At** \_\_\_\_\_

**Moved Out on** \_\_\_\_\_

**Garage openers returned** \_\_\_\_\_

**Medeco keys returned** \_\_\_\_\_

**New Address** \_\_\_\_\_

**Carpet Condition** \_\_\_\_\_

**Furniture or trash left behind? Yes No**

**If yes please explain** \_\_\_\_\_

**Did we have to pay to have hauled away? If yes who did we use** \_\_\_\_\_

**1. Did unit have to be painted or primed? Yes No**

**2. Was unit cleaned? Yes No**

**3. Any damage? Yes No**

**4. Are we renovating the unit? Yes No Target unit completion date: \_\_\_\_\_**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature** \_\_\_\_\_

Must be filled out by managers not tenants