

MOVE-OUT INSTRUCTION CHECKLIST

Name(s): _____ Unit #: _____
 Email: _____ Phone #: _____
 Move-In _____ Move- _____
 Date: _____ Out Date: _____

DATE	INITIAL	FORM	WHEN TO SEND
		105 30/60 Day Notice to Vacate <i>(Form 137 30 Day Notice, if tenant needs a form)</i>	30/60 days before move-out date
		107 Receipt of Resident's 30 Day Notice <i>(if tenant gave notice to vacate)</i>	ASAP after receiving tenant's notice to vacate
		Initial Move-Out Inspection <i>(page 2 of Form 135 AB2330)</i>	ASAP after receiving tenant's notice to vacate
		Right to Request Initial Move-out Inspection <i>(page 3 of Form 135 AB2300)</i>	ASAP after receiving tenant's notice to vacate
		Pre-Inspection <i>(page 4 of Form 135 AB2330 or use original Form 135 Move-in/Move-out Inspection)</i>	Schedule no earlier than 2 weeks before move-out
		Final Inspection <i>(Form 131 Move-in/Move-out Inspection)</i>	The day keys are turned in and/or owner takes possession of unit
		Notice of Belief of Abandonment/Right to Reclaim Abandoned Property <i>(Form 145 Notice of Belief of Abandonment, if needed)</i>	ASAP upon suspecting that your tenant has abandoned the property or their belongings.
		133 Security Deposit Refund Letter <i>(itemization of charges against deposit)</i>	Mail within 21 days of actual Move Out
		142 Debt Reporting/Collection <i>(if tenant leaves owing money)</i>	Send unpaid balance dues 30 + days to AOA's Debt Reporting

Forwarding Address:

PHONE: _____

EMAIL: _____

Number of Keys Received:

Apt: _____

Mail: _____

Common Area: _____

Remote: _____

Other: _____

