

**Assisted Housing Complexes Managed by
Human Resource Development & Employment, Inc.**

Checklist to Process a Security Deposit Disposition & Move Out

Last Name: _____ Apt #: _____ Complex: _____

Effective Date of Move Out: _____

30-day Notice Given On: _____

Date of Death: _____

Abandonment – Date Unit Found Abandoned: _____

Nursing Home – Date Tenant went to Nursing Home: _____

Eviction – Date of Eviction Letter: _____

50059-A with Manager Signature and Date

Move Out Inspection with Manager & Tenant (if applicable) Signature and Date

Move Out Form (Save to your computer and attach in excel format)

Tenant Ledger Report (Grouped by Charge Code)

Send this checklist along with the above supporting documentation to your bookkeeper immediately after a move out (MUST occur within 5 working days)

Complete Tenant File and Move Out

Copy of Distribution Letter (applicable only if tenant owes money to site)

Copy of refund check to tenant (applicable only if tenant is due security/key deposit refund)

Vacant Status (Closed, Make Unit Ready Work Order)

Process Special Claims

All tenant files must be secured in a locked filing cabinet to maintain confidentiality.

