



move-out certification checklist

move-out documents

- Move-out 50059a**
- Notice to Vacate**, from either of:
 - Tenant, signed and dated, or
 - Death Notice, if it is the death of sole family member
 - Management's documentation if notice from tenant was not received (e.g. eviction, abandonment, medical, etc.)
- Move-out Inspection** (unit conditions must be properly documented, especially if charges for damages are assessed against the Deposit, and must be signed/dated by Management)
- Security Deposit Disposition**
 - If a refund of the Security Deposit was given to the resident, the file must have:**
 - A copy of the refund check issued to the resident
 - Interest calculation, if required by the property's program
 - Documentation of the date the check was sent to the resident (must be sent within 30 days of the resident's move out)
 - If applicable, an itemized list and supporting documentation (invoices, receipts of material costs, etc.), if any charges were deducted from the Deposit
 - If the charges exceed the amount of the Security Deposit, the file must have:**
 - A copy of the Final Accounting Statement, breaking down the amount of the Security Deposit, and where applicable, rent charges, late fees, and all other charges applied against the Deposit
 - Interest calculation, if required by the local jurisdiction or the property's program
 - Documentation of the date the Statement was sent to the resident (must be sent within 30 days of the resident's move out)
 - Itemization and documentation supporting the charges that were deducted from the Deposit (invoices, receipts of material costs, etc.)