

MO-9 Annual Move-Out Summary

At the end of each calendar year, remove the files of all residents who moved out during the year from the file cabinet.

Place move-out files in alphabetical order, go through each one, list on the form rating the family in the same manner that Rent Facts were notified:

1. Satisfactory
2. Paid lease as agreed
3. Broke lease
4. Rent skip
5. Eviction notice filed

Keep completed form MO-9's in a loose leaf binder in the office for applications screening.

Place the files in storage boxes with the year clearly labeled on the outside of each box.

Store move-out files for five (5) years.

Throw away all move-out files more than five (5) years old.