MOVE-OUT (LONG TERM MARKET LEASE {Revised}) (Does Not Apply to Subsidized Leases)

- 1. In the previous example we charged Stan Smith through 8-31-89 (the end of his long term lease). Now it is August 1, 1989 and we re-rent Apartment #100. Since we have already moved Stan out we do not want to put anything on the cash sheet, but we do want to adjust his ledger card, his RA-11 and Rent Fac.
- 2. On the ledger card <u>only</u> (not the cash sheet) and several lines <u>below</u> the last entry, back out the rent to the new "last day rent is charged". Since the new resident has moved in on August 1, 1989 the last day rent is charged to Stan is July 31, 1989. Bring the last balance due to balance forward and adjust the new balance due accordingly.
- 3. Immediately after updating the ledger card, copy the same figures onto the revised RA-11, Rent Fac, and mail to the bookkeeper.
- 4. Attach a copy of the revised RA-11 to the original RA-11 and file them in the resident's file.

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WESTLAND PROPERTIES, INC.

	NOTICE OF UNIT	CONDITION AND SECU	RITY DEPOSIT REFUND
To:	Stan Smith	Unit: 100 Tran	nsfer to:
Addr	ess: 10500 Menaul NE Albuquerque N.M. 87110		red): 6-/5-89 ed: 0PEN ment: ng on 8-31-89
The re	cordance with the terms of your re ucted by the management staff on esults of the inspection and any re The disposition of your security of	Sulting damage charges a	re listed on the reverse side of this
ai	INAL RENT PRORATION - According to liable for rent through secount is as follows:	ng to State law and the te	rms of your Rental Agreement, you ment for RENT CHARGES on your
E	ROM , TO , -/-89 8-31-89	PRORATION	
6	-1-89 8-31-89	DAYS X (\$; 30	days) \$ 1200°
2. SE	ECURITY DEPOSIT (Charged by th		
3. DA	AMAGES (From final inspection on	backside)	\$ 50°°
4. 01	THER CHARGES/CREDITS 6-15	PAYMENT.	\$ 200°°
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	OTAL WOWED TO PROPERTY		
if you apartn Delinc	owe the property, please bring or nent office at /801 Valley quent accounts will be reported the diately and placed for collection	mail your check to the	•
Please inform	e contact me at the apartment office ation concerning this notice.		
Reside	ent Manager	6 -/5-89 Date	* Hold the tenants Ledger CARD & RA-11 IN A ticklee file unit
RA-11	(11-89)		the Long-TERM lease expires (then file in temports file) or is Re-RENTE
0.1	(T T T)		(then follow NEXT EXA

MOVE OUT (LONG-TERM MARKET LEASE) (Does not Apply to Subsidized Leases)

In the case of a move-out for a Long-Term Lease (i.e., six months or a year), we typically do not know when the "last day rent is charged" will be, since we do not know when or if the unit will be re-rented. Also we do not want to keep the former tenant on the month-end report month after month until the long-term lease expires because the unit will not show as being vacant during that time. We will therefore prepare the RA-11 immediately as follows:

- At the time of the move-out (or skip discovered) charge the resident the full amount of the remaining lease. THIS IS THE ONLY TIME YOU WILL CHARGE RENT BEYOND THE CURRENT MONTH.
- 2. Immediately after posting the move-out on the system, copy exactly the same figures onto the RA-11. The RA-11 and Rent FAC (Bookkeeping will check with Controller before mailing Rent FAC) are mailed to the bookkeeper with the cash sheet on which the move-out was posted. See RA-11 example on next page.
- 3. Since you are charging rent for future months (beyond the current month) you will have to handle the month-end report entry differently. See below example and note that any rent charged for any future month is put into the vacancy column.

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WESTLAND PROPERTIES, INC.

NOTICE OF UNIT CONDITION AND SECURITY DEPOSIT REFUND To: /00 Transfer to: Unit: Forwarding Date written notice was given Address: 10500 Menau NE (or skip discovered): Date unit was re-rented: Type of Rental Agreement: ☐ Month-to-Month Long Term Ending on In accordance with the terms of your rental agreement, a move-out inspection of your unit was conducted by the management staff on The results of the inspection and any resulting damage charges are listed on the reverse side of this letter. The disposition of your security deposit and final status of your account is as follows: 1. FINAL RENT PRORATION - According to State law and the terms of your Rental Agreement, you are liable for rent through 7-3/-89. The adjustment for RENT CHARGES on your account is as follows: PRORATION ____ DAYS X (\$: 30 days) \$ < 400.00 2. SECURITY DEPOSIT (Charged by the Property).....\$(______) 4. OTHER CHARGES/CREDITS ______\$___ 5. BALANCE FORWARD (Prior to Final Charges)......\$ 6. TOTAL OWED TO PROPERTY (REFUND) check attached If you owe the property, please bring or mail your check to the apartment office at /801 VATIEY PIACE Delinquent accounts will be reported to the Credit Bureau immediately and placed for collection after 30 days. Please contact me at the apartment office if you need additional information concerning this notice. Resident Manager

RA-11 (11-89)