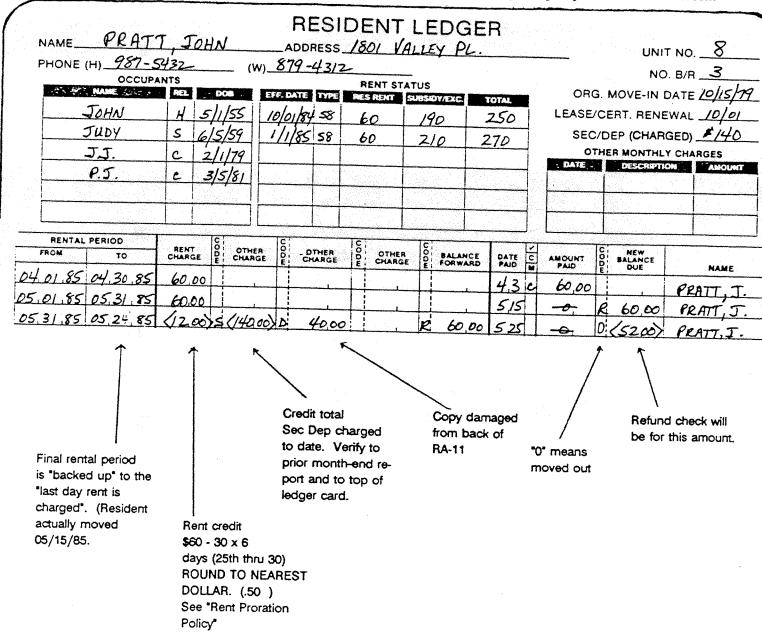
- The move-out is not posted until the "last day rent is charged" is determined. The "last day rent is charged" will not necessarily be the physical move-out date, because it is possible the resident did not give a 30-day written notice. Charge rent for 30-days from the 1st of the month following the written notice or 30 days from the date of the written notice, depending on the wording of the "Termination of Residency" section of the residents lease. In no case should the resident be charged beyond the date of re-rental to another resident. The actual physical move-out date is not really essential in assessing final charges, and no action is necessary until the final rent date is determined. In this example the resident's lease requires "at least 30-days notice befor the 1st calendar day of the month". Since he gave notice on 4/15/85 he is liable for the remainder of April and all of May. Since the unit was re-rented on 5/25/85 we can only days (May 25 30). ALWAYS check the resident's lease to determine what type of 30-day notice is required.
 The "rental period" MUST ALWAYS END ON THE "LAST DAY PERIOT to Chitago and rent is charged will not necessarily be the physical move-out date in the 1st of the second of the month. Since he charged for all of May, we must credit them back for 6 days (May 25 30). ALWAYS END ON THE "LAST DAY PERIOT to Chitago and the rent is charged.
- 2. The "rental period" MUST ALWAYS END ON THE "LAST DAY RENT IS CHARGED". This means the final period may be moved forward (additional rent is charged) or moved backward (rent credit is given). This example is a rent credit case.
- 3. Immediately after posting the move-out on the system, copy exactly the same figures onto the RA-11. The RA-11 is mailed to the bookkeeper with the cash report on which the move-out was posted. See RA-11 & rent facs distribution instructions in SEE RA-11 EXAMPLE ON NEXT PAGE.

 the RA/C Leasing/Occupancy section of Handbook.



posting, file behind "MOVE-IN/MOVE-OUT" divider in the tray until after the next month-end report is finished.

NOTICE OF UNIT CONDITION AND SECURITY DEPOSIT REFUND					
То	: More Wills	Unit:	6	_ Transfer to:	
Fo:	rwarding dress: 123 W. EASTERN Ave. Detroit, TX 75776	(or (Date uni Type of Mon	skip dis t was re Rental th-to-Me	tice was given scovered): e-rented: Agreement: onth Ending on	1 6+4-85 7-6-85
In accordance with the terms of your rental agreement, a move-out inspection of your unit was conducted by the management staff on $6-4-85$. 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 are liable for rent through 7-5- account is as follows:	to State I	aw and The	the terms of y adjustment for	our Rental Agreement, you RENT CHARGES on your
	7-1-85 7-5-85	PRORA		: 30 days)	\$ <u>7.00</u>
2.	SECURITY DEPOSIT (Charged by the	Property)			\$(125.00)
3.	DAMAGES (From final inspection on be	ackside)	**********	*****************	.\$ /2.00
4.	OTHER CHARGES/CREDITS	• • •		•••••••••	. \$
5.	BALANCE FORWARD (Prior to Final CI	narges)	******	•	\$ 40.00
6.	TOTAL OWED TO PROPERTY [(REFUI	ND) che	ck attached	\$ < 66.00
If you owe the property, please bring or mail your check to the apartment office at Delinquent accounts will be reported to the Credit Bureau immediately and placed for collection after 30 days.					
Plea	ase contact me at the apartment office rmation concerning this notice.	•	d additio	onal	

RA-11