BACK-ON Market/Key Form & Resident Move-Out Checklist

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Lease Type: \_\_\_ MTM \_\_\_ Term \_\_\_ Breaking Lease \_\_\_ Closeout

PRO-RATED amount due: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Rec’d: \_\_\_/\_\_\_/\_\_\_\_\_

Move-Out Date: \_\_\_/\_\_\_/\_\_\_\_\_ Date Available: \_\_\_/\_\_\_/\_\_\_\_\_

Pre Move-Out Insp. Date: \_\_\_/\_\_\_/\_\_\_\_\_ Current Rental Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Keys(sets): \_\_\_\_\_\_\_\_\_\_\_ # of Remotes \_\_\_\_\_ Mailbox keys \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | N/A | Assigned to: |
| Confirm all residents on lease have signed 30-day notice |  |  | A |
| If residents on lease, call to explain breaking of lease options |  |  | A |
| Update notes in M1 with 30-day notice info |  |  | A |
| Increase retain to $400 in M1 |  |  | A |
| Send move out instructions & general cleaning list to resident |  |  | A |
| Start temporary lawn service (confirm permanent service not already on) |  |  | A |
| Review High & Low Comps |  |  | A |
| Notify owner advising resident has given notice (See letter) |  |  | A |
| Add move out date in Resident Detail |  |  | A |
| Put Keys on Keyboard |  |  | A |
| Schedule advertising to start |  |  | A |
| Debit owner’s account $99 commission |  |  | A |
| Turn on Utilities IN owner’s name c/o Mgt One 1 day after move-out |  |  | A |
| Schedule FWT to be done day 1 day after move out |  |  | PI |
| Schedule for Rent Sign to go up |  |  | PI |
| Schedule Pre-Move Out Inspection |  |  | PI |
| Pre-Move-out Inspection Completed |  |  | PI |
| Once Keys Turned In/Vacant |  |  |  |
| Update notes in M1 date and keys that were turned in |  |  | A |
| Change Resident status to Pending once keys turned in |  |  | A |
| Update Resident detail on keys, remotes, etc. turned in |  |  | A |

HOA Cards: \_\_\_\_\_\_\_\_\_\_\_\_\_ HOA Keys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking Pass: \_\_\_\_\_\_\_\_\_\_\_\_

LA: Leasing Agent PI: Property Inspector A: Accounting

Staff Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_