

- 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 before 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 charge the former resident until 5/24/85. Since the former resident was already charged for all of May, we must credit them back for 6 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 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.
- 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 the RA/C Leasing/Occupancy section of Handbook. SEE RA-11 EXAMPLE ON NEXT PAGE.

RESIDENT LEDGER

NAME PRATT, JOHN ADDRESS 1801 VALLEY PL. UNIT NO. 8
 PHONE (H) 987-5432 (W) 879-4312 NO. B/R 3

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
JOHN	H	5/1/55	10/01/84	58	60	190	250
JUDY	S	6/5/59	1/1/85	58	60	210	270
J.J.	C	2/1/79					
P.J.	C	3/5/81					

ORG. MOVE-IN DATE 10/15/79
 LEASE/CERT. RENEWAL 10/01
 SEC/DEP (CHARGED) \$140

OTHER MONTHLY CHARGES		
DATE	DESCRIPTION	AMOUNT

RENTAL PERIOD		RENT CHARGE	C O D E	OTHER CHARGE	C O D E	OTHER CHARGE	F O O D	OTHER CHARGE	C O D E	BALANCE FORWARD	DATE PAID	C M	AMOUNT PAID	C O D E	NEW BALANCE DUE	NAME
04.01.85	04.30.85	60.00									4.3	C	60.00			PRATT, J.
05.01.85	05.31.85	60.00									5.15		0	R	60.00	PRATT, J.
05.31.85	05.24.85	<12.00>	S	<140.00>	D	40.00				R	60.00		0	D	<52.00>	PRATT, J.

Final rental period is "backed up" to the "last day rent is charged". (Resident actually moved 05/15/85.)

Rent credit \$60 - 30 x 6 days (25th thru 30) ROUND TO NEAREST DOLLAR. (.50) See "Rent Proration Policy"

Credit total Sec Dep charged to date. Verify to prior month-end report and to top of ledger card.

Copy damaged from back of RA-11

"0" means moved out

Refund check will be for this amount.

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

To: Mori Wills

Unit: 6 Transfer to: _____

Forwarding Address: 123 W. EASTERN Ave.
Detroit, TX 75776

Date written notice was given (or skip discovered): 6-4-85
Date unit was re-rented: 7-6-85
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 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 to State law and the terms of your Rental Agreement, you are liable for rent through 7-5-85. The adjustment for RENT CHARGES on your account is as follows:

FROM	TO	PRORATION	
<u>7-1-85</u>	<u>7-5-85</u>	<u>5</u> DAYS X (\$ <u>40</u> : 30 days)	\$ <u>7.00</u>

- 2. SECURITY DEPOSIT (Charged by the Property).....\$ (125.00)
- 3. DAMAGES (From final inspection on backside).....\$ 12.00
- 4. OTHER CHARGES/CREDITS _____ \$ _____
- 5. BALANCE FORWARD (Prior to Final Charges).....\$ 40.00
- 6. TOTAL OWED TO PROPERTY (REFUND) check 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.

Please contact me at the apartment office if you need additional information concerning this notice.

Jack Jones
Resident Manager

7-6-85
Date