

## VACATED UNIT REPORT

UNIT \_\_\_\_\_

RESIDENT'S NAME \_\_\_\_\_

DATE UNIT VACATED \_\_\_\_\_ LEASE EXPIRATION DATE \_\_\_\_\_

SUMMARY OF DAMAGES

COST:

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

CHARGE ABLE	NON- CHARGE

UNPAID RECURRING CHARGES:

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

CHARGE ABLE	NON- CHARGE

REASON FOR MOVE:

- CHANGE IN EMPLOYMENT                       UNIT TOO SMALL  
 DISSATISFIED WITH DEVELOPMENT (WHY?) \_\_\_\_\_  
 RENT TOO HIGH                                       OTHER \_\_\_\_\_

WAS SUFFICIENT NOTICE GIVEN?     YES     NO

RESIDENT'S FORWARDING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AMOUNT OF SECURITY DEPOSIT \_\_\_\_\_

AMOUNT TO BE WITHHELD FOR REPAIR OF DAMAGES \_\_\_\_\_

AMOUNT TO BE APPLIED TO RENT \_\_\_\_\_

OTHER CHARGES \_\_\_\_\_

AMOUNT DUE TO RESIDENT (OR OWED BY RESIDENT) \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_