

## Move-Out / Chargeback Checklist

Name: \_\_\_\_\_

Provider: \_\_\_\_\_

Unit: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Unit Ready Date: \_\_\_\_\_

Deadline Date: \_\_\_\_\_

(3 months from Unit Ready Date)

- Move-out Letter with scheduled date of inspection
- Pull Household File (ie; File #1, #2, etc). Record Move-out date on front of folder in red ink. (ie; M/O – June 30, 2021 or Eviction – June 30, 2021)
- Move-out Rent Calculation Summary / original to Finance with copy for the file
- Check with Property Manager for Chargebacks
- Check with Finance if all chargebacks have been Posted to the ledger.
- Copy of Arrears/Chargeback Letter to Household including supporting invoices.
- Former Tenant/Member Arrears Form sent to NRH/ATH
- Record notes/update the Move-outs with Arrears Log Sheet
- Inside File:
  - Copy of arrears letters to household
  - Copy of all invoices
  - Copy of any Court Orders, Lawyer invoices
  - Copy of Former Tenant/Member Arrears Form
  - Copy of email sent to NRH/ATH, re: updated move out balance (if applicable)
  - Copy of ledger (once all CHBK's have been applied) if account is at Zero
  - All documents are fastened inside file
- Approved by Supervisor