



Home is our specialty.

MOVE OUT CHECKLIST

1. WALK UNIT IMMEDIATELY AFTER MOVE OUT
2. TAKE PICTURES
3. FILL OUT INVENTORY AND CONDITION FORM
4. PROCESS FINAL UTILITIES IN MINOL
5. COMPLETE DEPOSIT ACCOUNTING/UPDATE CORRECT FORWARDING ADDRESS
6. UPLOAD DOCUMENTS TO YARDI
 - **Inventory Condition Form**
 - **Final Utilities**
 - **Move Out Pictures**
 - **Invoices**
 - **Balance Due Letter/Refund Letter**
 - **Move Out Statement**
7. EMAIL BALANCE DUE LETTER/REFUND LETTER TO PAST RESIDENT
8. FOR REFUNDS EMAIL TO MOVEOUTS@PELICANABC.COM
9. UPDATE COLLECTIONS INTERFACE
 - **In House** (If they do not have a Bond and owe money)
 - **Bond** (If they owe a balance and have a Bond, you will never mark these as In House or send these to collections. Bonds to be filed 60 days after Move Out Date)
 - **Ready/Sent** (this is for ones that have been marked as 'In House' and you have not collected after 45 days)
 - **Collected** (If balance has been paid in full)