

**Move-Out Checklist**

BIN No.: \_\_KY-\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Unit No.: \_\_\_\_\_

Name of Tenant Who Is Vacating: \_\_\_\_\_

Date Unit Vacated: \_\_\_\_\_

Check here if: this vacancy represents "Next Available Unit" for the 140 percent overage in the **same building**.

Unit No. \_\_\_\_\_ effective \_\_\_\_\_.  
(unit over 140%) (date unit tenant certified over 140%)

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

\_\_\_\_\_

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**Charges To Security Deposit:**

1. Security Deposit obtained: " " \$ \_\_\_\_\_

"\_"

Expenses:

a. Outstanding Rent: \$ \_\_\_\_\_

b. Late Fee: \$ \_\_\_\_\_

c. Service Fee: \$ \_\_\_\_\_

d. Processing Fee: \$ \_\_\_\_\_

e. Repair Fee: \$ \_\_\_\_\_

TOTAL EXPENSES: \$ \_\_\_\_\_  
(line a. - e.)

"=" \$ \_\_\_\_\_

No security deposit due tenant (Explain why) \_\_\_\_\_.

Security deposit balance returned to tenant at forwarding address on \_\_\_\_\_.  
Amount returned: \$ \_\_\_\_\_.