

## How to Move-In

### In Rent Manager

### In Real Life

<p>--If Prospect is already in RM, right click name in list and choose "Move-In"</p> <p>--Move-In Wizard pops up; add security deposit info, recurring charges, one-time charges...</p> <p>--In UDF – assign TWA code</p> <p>--Provide new tenant with Cash Pay instructions</p> <p>--Accept Security Deposit and Rent as payments, provide receipt</p> <p>--Move Security Deposit from Operating Account to Security Deposit Account</p> <p>--Scan lease into History/ Notes</p>	<p>--Collect deposit and rent (pro-rate if appropriate); assess who will live in unit and who needs to be on the lease; determine the date of move-in; pets;</p> <p>--Build lease in Word, with all appropriate changes (county, name, dates, tenants, address of unit, rent amount, deposit amount, pets?, total due at signing, amount and date of first full rent payment, signature box / boxes)</p> <p>--Get signatures and initials</p> <p>--Provide tenant with copy of lease</p> <p>--Provide tenant with door key and mailbox key, if appropriate</p> <p>--make bank deposit</p> <p>--transfer Security Deposit from Operating account to Sec Dep account, labeled with name, unit number</p>
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## How to Move-Out

### In Rent Manager

### In Real Life

<p>--note "Expected Move-Out Date"</p> <p>--confirm phone numbers and forwarding address</p> <p>--@MO date, confirm and &gt;MoveOut</p> <p>--refund Security Deposit if appropriate</p> <p>--print check for Security Deposit refund (or don't)</p> <p>--move Security Deposit from Sec Dep account to Operating account</p>	<p>--receive 30 day notice; confirm phone number, collect forwarding address</p> <p>--add to white board</p> <p>--near MO date, schedule MO inspection; Take video if possible; attach video to History/Notes</p> <p>--determine whether tenant will receive full/ partial/ no security deposit refund; use MO/ Sec Dep Form;</p> <p>--scan form and check into RM History/Notes</p> <p>--transfer security deposit from Sec Dep account to Op account</p> <p>--mail check</p> <p>--schedule maintenance</p>
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