



Moveout Inspection

01



Leasing Office receives written notice from resident to vacate.

02



The accounting dept puts the resident on Notice in Yardi.

03



The resident's status in Yardi gets updated overnight.

- So if a resident is put on notice, the unit will not be available for a move out inspection until the next morning.
- This is not normally an issue because residents are required to give 30-60 days notice before moving out.

04



The inspection team is prompted
When the resident returns the apartment key
and the onsite staff know its time to walk the
vacant apartment.

05



Onsite Inspection

- Onsite Team (technicians) walks the vacant unit to record damages and determine type of turn process required.
- The Unit is marked as either 'Turnover' OR 'Reno'.

Select Property

201-207 Leedom St.

251 Dekalb

450 Green Apartments

7400 Roosevelt

Academia Suites

Bromley House

Crossings at Stanbridge

Elkins Park Terrace

Enclaves

Eola

Fountain Gardens

Gardens of Mt. Airy

CANCEL

Lindy Communities

LIVING ROOM ☐ All Ok +

DINING ROOM ☐ All Ok +

KITCHEN ☐ All Ok +

BEDROOMS ☐ All Ok +

BATHROOM ☐ All Ok +

LOCKS ☐ All Ok +

KEYS ☐ All Ok +

DOORS ☐ All Ok +

00:19 02:41

NEXT

Lindy Communities

KITCHEN ☐ All Ok

+ Oven / Range ☐ All Ok

+ Dishwasher ☐ All Ok

Electric Meter
☐ Ok ☒ Not Ok

Test

ADD IMAGE ADD IMAGE

Damage Type
 Damage ▾

+ Cabinets ☐ All Ok

Counter Top
☒ Ok ☐ Not Ok

00:44 02:41
 NEXT

Lindy Communities

Select Damage Type

Clean

Repair

Replace

CANCEL

00:45 02:41
 NEXT

06



Once Move-Out Inspection is completed -

- A PDF Damage report is generated and emailed to the Rent Ready Alert Email and Accounting Department Email indicated on the building setup in Toolbox.
- A copy of the PDF report is also uploaded as a Unit attachment in Yardi.

07



Unit Shows on Smartboard for Make Ready tracking

NEW - TOWERS AT WYNOCOTE SCHEDULE

Select Community Towers at Wyncote

Turnover Reds Renovated Reds Back

TURNOVER RENOVATED UNITS RENT-READY UNITS RENT ADJUSTMENTS VARIANCE REPORTING MOVE OUT NOTICES STALE UNITS

Walk Date --All Units--

	APT	STATUS	WALK DATE	AVAILABLE DATE	MOVE-IN DATE	TYPE	SIZE	PAINT	PLUMBING
1	0317-1	Received	07-28-2022	08-18-2022	Not Available	Redev	2 Bedroom	X	X
2	0421-3	Received	08-01-2022	08-29-2022	08-31-2022	Lindy	1 Bedroom	X	X
3	0603-3	Received	08-01-2022	09-13-2022	09-15-2022	Trill	1 Bedroom	X	1
4	0314-2	Received	08-01-2022	08-17-2022	08-19-2022	Redev	3 Bedroom	X	X
5	1024-1	Received	08-02-2022	08-23-2022	09-16-2022	Trill	2 Bedroom Den	X	X
6	0224-1	Received	08-04-2022	08-25-2022	09-08-2022	Redev	3 Bedroom	X	X
7	1005-3	Received	08-08-2022	08-25-2022	08-27-2022	Redev	2 Bedroom	X	X
8	0811-2	Received	08-09-2022	08-18-2022	08-20-2022	Trill	1 Bedroom	X	X
9	0110-1	Received	08-10-2022	08-31-2022	Not Available	Redev	1 Bedroom	X	X
10	0725-3	Received	08-10-2022	08-31-2022	Not Available	ACQ	1 Bedroom		
11	0723-2	Received	08-10-2022	08-31-2022	Not Available	Lindy	2 Bedroom	--/ - In Progress	X
12	0618-3	Received	08-15-2022	08-29-2022	08-31-2022	Trill	1 Bedroom	--/ - In Progress	X
13	1206-3	Received	08-15-2022	08-25-2022	08-27-2022	Trill	1 Bedroom	--/ - In Progress	X
14	1121-2	Received	08-15-2022	09-04-2022	09-06-2022	Trill	2 Bedroom	- Needs	X
15	0318-3	Received	08-15-2022	09-11-2022	09-13-2022	Trill	1 Bedroom	- Needs	X