

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

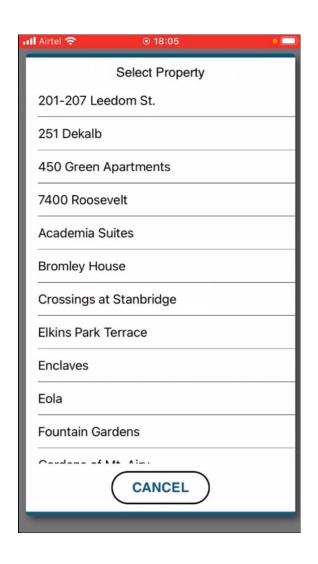
When the resident returns the apartment key and the onsite staff know its time to walk the vacant apartment.

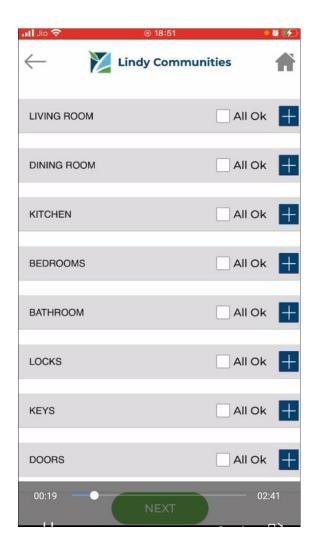
05

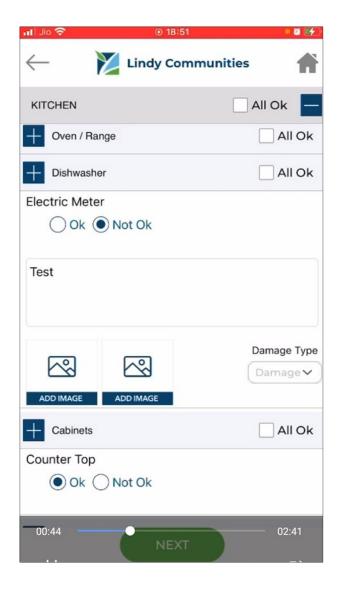


Onsite Inspection

- 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'.









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 WYNCOTE SCHEDULE		Select Community Towers at Wyncote 🔻				Turnover Reds	Renovated Reds	Back	
TUR	RNOVER RENC	OVATED UNITS	RENT-READY UNITS	RENT ADJUSTMENTS	VARIANCE REPOR	TING MOVE OUT	NOTICES STALE U	NITS	
Walk Date -All Units V									
wdik Date									
	APT	STATUS	WALK DATE 0	AVAILABLE DATE @	MOVE-IN DATE	ТҮРЕ	SIZE	PAINT	PLUMBING
1	0317-1	Received	07-28-2022	08-18-2022	Not Available	Redev	2 Bedroom	х	х
2	0421-3	Received	08-01-2022	08-29-2022	08-31-2022	Lindy	1 Bedroom	х	х
3	0603-3	Received	08-01-2022	09-13-2022	09-15-2022	Trill	1 Bedroom	Х	1
4	0314-2	Received	08-01-2022	08-17-2022	08-19-2022	Redev	3 Bedroom	х	х
5	1024-1	Received	08-02-2022	08-23-2022	09-16-2022	Trill	2 Bedroom Den	х	х
6	0224-1	Received	08-04-2022	08-25-2022	09-08-2022	Redev	3 Bedroom	х	х
7	1005-3	Received	08-08-2022	08-25-2022	08-27-2022	Redev	2 Bedroom	Х	х
8	0811-2	Received	08-09-2022	08-18-2022	08-20-2022	Trill	1 Bedroom	х	х
9	0110-1	Received	08-10-2022	08-31-2022	Not Available	Redev	1 Bedroom	х	х
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	Х
12	0618-3	Received	08-15-2022	08-29-2022	08-31-2022	Trill	1 Bedroom	/ - In Progress	х
13	1206-3	Received	08-15-2022	08-25-2022	08-27-2022	Trill	1 Bedroom	/ - In Progress	х
14	1121-2	Received	08-15-2022	09-04-2022	09-06-2022	Trill	2 Bedroom	- Needs	х
15	0318-3	Received	08-15-2022	09-11-2022	09-13-2022	Trill	1 Bedroom	- Needs	X