



**TENANT MOVEMENT NOTIFICATION FORM**

**\*\*INCOME INFORMATION MUST BE ATTACHED FOR ALL MOVE-INS\*\***

**FILL OUT THIS SECTION FOR PROPERTIES WHEN APPLICABLE:**

TENANT NAME \_\_\_\_\_ PROGRAM NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ LANDLORD/HUD PROPERTY \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SS # \_\_\_\_\_ DMH/MHIS # \_\_\_\_\_  
 REP-PAYEE \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_ MOVE-OUT DATE \_\_\_\_\_  
 CHECK IF BOX IF DECEASED  PROPERTIES NOTIFIED DATE \_\_\_\_\_  
 REP-PAYEE ADDRESS \_\_\_\_\_ REP PAYEE PHONE # \_\_\_\_\_  
 NEW LEASE EFFECTIVE \_\_\_\_\_ (ATTACH COPY OF LEASE)  
 TERMINATE LEASE EFFECTIVE \_\_\_\_\_ (ATTACH 30 DAY NOTICE TO LANDLORD)  
 KEEP APARTMENT \_\_\_\_\_ NAME OF NEW TENANT \_\_\_\_\_  
 COMPLETED BY \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

**FILL OUT THIS SECTION FOR PROGRAM CHANGES WHEN APPLICABLE:**

TENANT NAME \_\_\_\_\_ ORIGINAL DMH MHIS # \_\_\_\_\_  
 ORIGINAL PROGRAM \_\_\_\_\_ ORIGINAL INTAKE DATE \_\_\_\_\_  
 CHANGE #1: \_\_\_\_\_ CHANGE #1: NEW DMH MHIS # \_\_\_\_\_  
 NEW PROGRAM NAME \_\_\_\_\_ NEW INTAKE DATE \_\_\_\_\_  
 CHANGE #2: \_\_\_\_\_ CHANGE #2: NEW DMH MHIS # \_\_\_\_\_  
 NEW PROGRAM NAME \_\_\_\_\_ NEW INTAKE DATE \_\_\_\_\_

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**FOR MAINTENANCE DEPARTMENT USE ONLY**

ESTIMATED CFC \_\_\_\_\_ ESTIMATED RENT \_\_\_\_\_  
 MOVE OUT INSPECTION DATE \_\_\_\_\_ START/COMPLETE DATES OF REPAIR \_\_\_\_\_  
 COST OF DAMAGES, IF ANY, ITEMIZED \_\_\_\_\_  
 NOTIFICATION DATE UNIT READY FOR OCCUPANCY \_\_\_\_\_  
 SIGN AND DATE \_\_\_\_\_

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**FOR FISCAL USE ONLY**

BILL FOR DAMAGES \_\_\_\_\_ HUD VACANCY BILL PREPARED BY \_\_\_\_\_

**RENT ADJUSTMENT CALCULATION:**

CURRENT RENT	DAILY RENT	NUMBER OF DAYS	RENT ADJUSTMENT
<input type="text"/>	<input type="text"/>	X =	<input type="text"/>
CFC	DAILY CFC	# OF DAYS	CFC ADJUSTMENT
<input type="text"/>	<input type="text"/>	X =	<input type="text"/>

ACCTS REC ADJ PREPARED BY \_\_\_\_\_

- APG
- D.R
- A.M
- A/P A.C.
- RPS
- A/R A.I.

SECURITY DEPOSIT & INTEREST REFUND \_\_\_\_\_

RENT BALANCE OR CREDIT DUE \_\_\_\_\_ Copy of Refund Check/Stmt to Properties

Security Deposit Letter to Tenant

**SUBMIT ONLY TO THE FISCAL DEPARTMENT**