Overview

Moving out the tenant allows you to specify the use of the security deposit balance. After doing the move out you may have to physically move funds from one bank to another. See the Refund Security Deposit write up (document #205) for specific steps on various refund situations.

You can also change the tenant's status and enter a move out date.

Disburse the Security Deposit

1.   Go to <<AR, Tenant History>>
2.   Select the [Tenant] from the drop-down list
3.   On the Unpaid Charges tab, review the charges
     a.   Void any that aren't appropriate.
     b.   If partially paid and should not be there, click Reverse
     c.   If any charges are missing click Charge Tenant, enter each line item to be charged. Click <Post>.
4.   Click Tenant Move Out button
5.   Change the [Date] if appropriate
6.   Enter any amount you wish to [Withhold]. Only use this field if you are withholding funds for bills that may be charged to the tenant but have not yet been received. Withheld funds go to Tenant Open Credits.
7.   Type in a memo if appropriate.
8.   The amount in the [Less Refund Check] field is the amount of the refund
9.   The amount in [Less Charges Paid] is the sum of the charges being paid off.
10.   If there is an amount remaining to be refunded you can write a check to the tenant or let the balance go to Tenant Open Credits. The choice is determined by the Write Refund Check checkbox.
11.   When the numbers are as you want them, click <Post>. The charges will be paid off and the money credited to the appropriate ledger (owner, property, management group).
12.   If there is a refund check to be written, the <<Tenant Refund Check>> screen will display.
13.   Go into the Tenant Profile, Lease tab, (tab 2). Enter the Move Out Date.
14.   Change the Status to Past Active or Past Inactive. Save.