

RETREAT AT RIVERLAND

Move In / Move Out Information Sheet

Today's Date: _____ Unit Number: _____ Unit Owner: _____

Owner Phone: _____ Initial Lease Period _____

Damage Deposit received (Must be separate check): \$1,000 Check Number: _____

Move In/Out Fee Received (Must be separate check): \$200 Check Number: _____

Checks remitted by Owner/Tenant (*circle one*)

Future refunds be released to Owner/Tenant (*circle one*)

If Tenant, circle name of remitter below.

Move In/Out date(s): _____

Moving Notes: _____

(Special circumstances, needs, etc.)

Property Management Company (if applicable): _____

Agent Name: _____ Phone: _____

New Lessee 2 Name: _____ Lessee 2 Phone: _____

New Lessee 3 Name: _____ Lessee 3 Phone: _____

New Lessee 4 Name: _____ Lessee 4 Phone: _____

Tenant-supplied HO-4 insurance copy received on _____
(Date)

I certify that I am the owner of the above unit and **have read and understood ALL of the Leasing Guidelines** within Article 15 Amendments 3 and 4 of the Retreat at Riverland Master Deed and agree to abide by these policies and fee schedule. I have provided the Tenant with a copy of the Rules and Regulations and can attest that the Tenant understands and agrees to abide by these rules.

Owner Signature

Date

Manager confirms receipt of two checks, insurance and lease Data entry completed

Board Member authorization for deposit release _____
(Signature) (Date)