

Appendix 3-C Vacancy Reconditioning Log

1. Project Name: _____

2. Contract Number: _____

3. Unit Number: _____

4. Date of Death: _____
Unit Transfer: _____

5. Date of Unit Transfer: _____

6. Date of Move-Out: _____
Did tenant give proper 30 day notice to vacate? _____

7. Anticipated Move-In Date: _____
If yes, please attach copy.

8. Maintenance: Start Date: _____
Comments: _____

9. Finish Date: _____

10. Painted: Start Date: _____
Comments: _____

11. Finish Date: _____

12. Carpet Cleaned: Start Date: _____
Comments: _____

13. Finish Date: _____

14. Unit Cleaned: Start Date: _____
Comments: _____

15. Finish Date: _____

16. Date Approved for Occupancy: _____

Approved By: _____ Date: _____