

Move-out Charge Worksheet

Property: <u>Palermo</u>	Resident: <u>Michael Laham</u>
Date: <u>6-21-07</u> Apt. #: <u>PA2207A</u>	Resident: <u>Elana Laham</u>

I. RESIDENT MANAGER CHECKLIST

	Yes	No	N/A
A. Did tenant give proper written notice? Date: <u>6-17-07</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Did tenant turn in keys? Date: <u>6-17-07</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Did tenant turn in ^{Gym Key} remote control? Date: <u>6-17-07</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Was tenant present for move-out inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Was Move-out Inspection Form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Did tenant leave a forwarding address? <small>(If yes, be sure to write on Move-out Inspection Form, and change address in Yard)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. ON-SITE ACCOUNTING ANALYSIS

A. Prepaid Rent or Other Credits: \$ 910
Garage Credit Rerented 6-20-07 3666

B. Refundable Deposits on Hand \$ 946.66

1. Faithful Performance Deposits paid: \$ <u>780</u>	
2. Additional FPD paid: \$ _____	
3. Garage Door Opener Deposit paid: \$ _____	
4. Other Refundable Deposits paid: \$ _____	

REFUNDABLE DEPOSITS ON HAND: \$ 780

C. Cleaning, Damage, Rent & Additional Rent Charges

1. Total cleaning, repairs & replacements from Move-out Inspection Form: \$ <u>122.00</u>	
2. Rent from <u>7-1-07</u> to <u>7-31-07</u> : \$ <u>810</u>	
3. Late, NSF or Other Charges: \$ _____	
4. Attorney and Legal Fees: \$ _____	
5. Water & Sewer Bill: \$ <u>121.71</u>	
6. Concession Pay Back: \$ _____	
7. Termination & Administrative Fees: \$ _____	
8. Other: \$ _____	
9. <u>Less Non-Refundable Fees:</u> \$ <u>200</u>	

CHARGES TO RESIDENT (IF LESS THAN 0, ENTER 0): \$ 853.71

D. **BALANCE DUE TO / (FROM) TENANT:** \$ 872.95

Manager's Initials: RLH

\$1726.66
owed to US

1053.71 We Owe
200.00 offset what we owe
\$853.71 charges to US reduced

Gave to us by mistake!

\$1726.66
- 853.71

\$872.95

Palermo Gave US

Supposed to use refundable portion of Security Deposit, which was \$780.00 NOT non-refundable portion of Security Deposit, which was \$200.00 to pay for our move-out charges, which were \$1,053.71.



June 22, 2007

Michael and Elana Laham
7104 Lindsey Ave SE #207
Auburn, WA 98092

RE: Palermo Apartments # 2-207

Dear Michael and Elana:

Our records indicate you vacated unit # 2-207 at Palermo Apartments.

We have enclosed a refund check in the amount of **\$872.95**.

We have enclosed a copy of the apartment inspection record to explain the charges.

Should you have questions please contact the Business Manager at (253) 939-3722.

Sincerely,

Amy Nelson
Controller

PALERMO AT LAKELAND, LLC

1302 PUYALLUP STREET
SUMNER, WA 98390

COLUMBIA STATE BANK
1301 A STREET
TACOMA, WA 98402

346

34-827/1251

**** EIGHT HUNDRED SEVENTY TWO AND 95/100 DOLLARS

TO THE
ORDER OF

06/25/07

\$872.95*****

LAHAM, MICHAEL & ELANA
7104 LINDSEY AVENUE SE #207
AUBURN, WA 98092

Diana D. Gilman

⑈000346⑈ ⑆125108272⑆ 7000310297⑈

DATE:06/25/07 CK#:346 TOTAL:\$872.95***** BANK:palermo - PALERMO1-COLUMBIA BANK
PAYEE:LAHAM, MICHAEL & ELANA(pa2207a)

(Code)Property Address	Invoice	Description	Amount
PALERMO AT LAKELAND	:Refund	Move out refund	872.95
			<hr/>
			872.95

Security features. Details on back.



THIS IS YOUR RECEIPT

MAIN OFFICE
1452 29 07/18/07
④ ODA Deposit
Acct# XXXXXX5326
④ T011:51
④ \$872.95

VISIT US ONLINE @ WWW.VBWA.COM

Availability of Deposits

Funds from deposits may not be available for immediate withdrawal. Please refer to our rules governing funds availability for details