MOVE IN / TRANSFER LOG - Month: _____

MOVE INS

DATE 1st or 15th	PROPERTY	NAME	UNIT	KD APT./ TIME	IVP SENT	IVP BACK	CALC. DONE	2ND CHECK DONE	CALC SUMMARY DONE	KD PKG. DONE	FILE DONE	KD PKG. SENT	TENANT PAY Finance & cc: PM	1st of month REPORT MI TO NRH	RECC. TO PM

TRANSFERS

DATE 1st or 15th	PROPERTY	NAME	UNIT	CALC SUMMARY DONE	TRANSFER PKG. DONE	FILE NUMBER CHANGED	TRANSFER PKG. SENT	TENANT PAY Finance & cc: PM	TRANSFER NOTES Save: NV2 & WORD	TRANSFER NOTES Print for Transfer Package	Remove From INT WL