

Marketing Typical Timeline from Notice to Move In

January 31	Household gives notice for March 31 (60 days)
Within 10 days	Unit inspection is completed. PM sends household Proper/Not Proper notice including scheduled inspection.
End of 2 weeks	PM notifies Eligibility Administrator (EA) of SOLID Move in Date. PM confirms through e-mails to EA & Maintenance staff of SOLID date. (everyone is on the same page). This date should not change unless something unexpected is wrong with the unit. Typical move in date should be 1 month from date of move out.
By mid-February	EA begins marketing unit. Most applicants on waitlist will have to give their current Landlords 60 days' notice - all of Feb and all of March. If they want to view the unit and Property has a web site the web site should be encouraged. If they want to physically see the unit it should be booked ASAP. An annual renewal/application form should be given to them at that time and told that they are to return it within 2 days with all the necessary information.
March - EA	EA working on getting in necessary paperwork, calculating rent and preparing Key Day Pkg.
April – Main.	Household is out of unit. PM to do a final unit inspection. Maintenance staff in unit to start preparing unit for May 1 st move in.
Middle of April	Key Day Pkg to PM at least two weeks before key day.
Last 2 business days before move in	PM to check unit to determine that it is ready/on schedule
2 days before Key day.	PM to call household and confirm what verification and payment they need to bring to key in order for them to get their keys.
May 1	Move in date.

If at anytime during the process it looks like the unit will not be ready for Key Date PM should first reach out to the EA to find out if unit has been rented for the set key date. If yes – extra maintenance staff or outside contractors should be brought in to get it ready.