



DEPARTURE Status Report

Assignee		Program Confirmation Received	
Company		IOR DS Consultant	
Date	Activity	Notes	NA
	Send introductory email to assignee: <ul style="list-style-type: none"> • Ensure assignee has provided written notice to landlord about pending departure/lease termination date • Request original Property Move In Inventory report and photos, if not provided • Request Departure briefing call 		<input type="checkbox"/>
	Confirm on Initial Briefing call with assignee: <ul style="list-style-type: none"> • Lease Termination Date: • Termination Notice Sent Date: <ol style="list-style-type: none"> 1. Termination Notice Sent by whom: 2. Termination Notice Sent Date: 3. How was Notice Sent: 4. Who was Notice of Termination sent to? • Termination Penalties (if any); • Review IOR Departure Checklist <i>*If departing US, advise assignee that Gov't/City De-Registration is NOT required</i> • Confirm Landlord's acknowledgement of request to terminate lease • Confirm termination procedures per lease terms • Confirm Move Out Date: 		<input type="checkbox"/>
	Conduct Pre-Inspection of property in-person to check the general condition of property <ul style="list-style-type: none"> • Compare with Property Move-In Inventory report/photos if available • Make recommendations to assignee for getting the property ready for final inspection • Send Pre-Inspection Summary Report to assignee and copy IOR DPM and Authorizer 		<input type="checkbox"/>



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	Set Timeline for removal of goods, property cleaning and set date for Property Move-Out Inventory with Landlord and assignee		<input type="checkbox"/>
	Help make arrangements for cleaning (see lease terms). Ideally, furniture is moved out before cleaning and before Property Move-Out inventory		<input type="checkbox"/>
	Support with Utility Accounts/Telephone Close out <ul style="list-style-type: none"> • Assignee needs to close out Utility accounts directly. <i>*In the US, DSC cannot do so on behalf of assignee</i> • Ensure assignee understands the date the utilities should end/transfer 		<input type="checkbox"/>
	Conduct Property Move Out Inventory with Assignee and Landlord present; complete Report and Take Photos: <ul style="list-style-type: none"> • Compare with initial Property Move In Inventory/photos, if available • List any damages for Landlord and assignee to resolve • Review repairs requested by Landlord (if any) within departure service scope. <i>*IOR cannot provide legal advice and is not responsible for mediating property condition disputes between landlord and tenant</i> • Complete Return of Security Deposit info (if any is due) on back page of Property Inventory report • Have Assignee and Landlord sign Property Move-Out Inventory Report • Send signed Property Move Out Inventory to Assignee, Landlord, DPM, and Authorizer 		<input type="checkbox"/>
	Confirm and Track Security Deposit Return Details. <i>Complete the following required information:</i> <ul style="list-style-type: none"> • Initial Security Deposit Amount: • Refund Amount of Security Deposit: • Address for Security Deposit Return: • Expected Security Deposit Return Date: 		<input type="checkbox"/>
	Provide info about Mail Forwarding		<input type="checkbox"/>



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	Retrieve Medical and School records		<input type="checkbox"/>
	Close out Bank Account		<input type="checkbox"/>
	Cancel Memberships and Subscriptions		<input type="checkbox"/>
	Sell Car and Cancel insurance including Renter's insurance		<input type="checkbox"/>
	Actual Vacate Date of Property:		<input type="checkbox"/>
	Confirmation that services are completed		<input type="checkbox"/>
Notes:			