Move-Out Flowchart

Under Resident Screen >
Lease > Place resident on
Notice to Vacate

↓

Actions > Move Out

↓

Submit Auto-Make Ready Work
Order and complete

↓

Actions > Move Out
Reconciliation > Assess & Add
any additional charges

↓

In same screen > Choose
option under Outstanding
Balance Action

↓

Quick Links > Apply / Refund
Balance > Complete Refund

↓

Resident Ledger >
Print out Final Account
Statement (SODA)

RESMAN
RESIDENTIAL MANAGEMENT APPLICATION