Move-out Tracking Form

This form is to be used to track all move-outs in efforts to determine Next Move-In Category to the Property. Extremely Low – forty percent (40%) of all move-ins must have incomes that are thirty (30%) or less of the median income level for the area.

Once the forty (40%) rule has been met only extremely low or very low-income applicants are to be moved in, in chronological order.

Apt. # Move Outs Move out Date Name of New Resident Gross Income M/I date Household income level

No. of household members (E,V, or L)

Total Number of move-outs in the last 12 months

Total Number of move-outs in the last 12 months (x) times 40% =

Total Number of units that are to be rented to extremely low households  as of date below.

Manager  Date

HUD7/06