

Move Out (Form 2)

Tenant Names:

LAST

LAST

FIRST INITIAL

FIRST INITIAL

SSN

SSN

Drivers License Number

Drivers License Number

STREET ADDRESS _____ APT# _____

CITY – STATE – ZIP: _____

MOVE-OUT DATE: _____

DID THIS TENANT VIOLATE THE RENTAL AGREEMENT ? YES: _____ NO: _____

IF "YES" PLEASE CHECK LEASE VIOLATION BELOW:

1. NON-PAYMENT OF RENT:

AMOUNT DUE \$ _____

2. NON-PAYMENT OF UTILITIES

AMOUNT DUE \$ _____

3. NSF RENT CHECKS/STOPPED PAYMENT

AMOUNT \$ _____

4. NO MOVE OUT NOTICE

5. EVICTION FILING REQUIRED

JUDGEMENT AMOUNT \$ _____

6. UNAUTHORIZED PETS

7. UNAUTHORIZED APT OCCUPANTS

8. KEYS NOT RETURNED

9. APARTMENT DAMAGE

AMOUNT OF DAMAGES \$ _____

10. TENANT GIVEN NOTICE

11. OTHER LEASE VIOLATIONS (CALL SUBSCRIBER)

12. SUBSCRIBER TRYING TO LOCATE

13. REFER TO COLLECTIONS (ATTACH RENTAL APP)

AMOUNT \$ _____

DATE OF DELINQUENCY MONTH: _____ YEAR: _____

14. PAID IN FULL

15. MOVE OUT DATE:

GOV'T HOUSING – SEC 8 / CONVENTIONAL

16. FRAUD: \$ _____

17. PROGRAM VIOLATIONS (CALL SUBSCRIBER)

IS THIS INFORMATION DISPUTED BY TENANT? YES: _____ NO: _____

Manager Signature

Date

Access #

THE ABOVE MANAGER AGREES THAT IF ANY ITEM ON THIS FORM IS DISPUTED BY THE TENANT NOW OR IN THE FUTURE, THE MANAGER WILL PROMPTLY INVESTIGATE, REVIEW ALL RELEVANT INFORMATION AND PROMPTLY REPORT FINDINGS TO NTN. IT IS ILLEGAL TO REPORT INACCURATE INFORMATION

Notice to Subscribers

Providing Move Out (Form 2) Information

Effective October 1, 1997, the Federal Fair Credit Reporting Act (FCRA) has been amended. You will notice several additions to the NTN Move - Out Form 2 on the reverse side required by the amendments. You must fill out the NTN Form 2 *in full*.

Those who furnish information to NTN on Form 2 should be familiar with Section 623 of the FCRA. You can find the FCRA on the Federal Trade Commissions Internet web site. (<http://www.ftc.gov>) Your State's law may impose additional responsibilities.

- The FCRA prohibits providing information to NTN that you know (or conscientiously avoid knowing) is inaccurate. NTN recommends that your lease agreements provide an address where a former tenant may write to dispute the information that you report on NTN's Form 2.
- If at any time you determine, whether from a letter sent to you by a former tenant or otherwise, that the information you provided on the form 2 is incomplete or inaccurate you must immediately notify NTN of the complete and accurate facts.
- If NTN notifies you that a former tenant of yours has contacted NTN to dispute Form 2 information provided by you, you must:
 1. Conduct an investigation reviewing all relevant information provided by NTN or by the tenant and promptly report the results to NTN.
 2. Complete the review and report to NTN as soon as possible. The law gives you 30 days to complete your investigation and report to NTN.
- If you are reporting delinquencies (Item 13 on the NTN Form 2) you must indicate the month and year the delinquency began.

Please note that this document is for reference purposes. You may wish to check with your local landlord association or obtain legal advice to make sure information is appropriate for your state.