

## TENANT INTERMOVE INFORMATION

Complete the following information when a tenant moves from one apartment to another, either within the same project or to another project. **Send this form in advance of the schedule move in date** and follow up with a copy of the new lease to the main office, 2040 Columbia Pike, Arlington, VA 22204.

Resident # \_\_\_\_\_  
Old Project # \_\_\_\_\_  
Old Unit # \_\_\_\_\_  
Vacate Date \_\_\_\_\_

Resident Name \_\_\_\_\_  
Old Project Name \_\_\_\_\_  
Old Address \_\_\_\_\_  
Move-Out Rent \_\_\_\_\_  
Rent at time of vacating \_\_\_\_\_

New Project # \_\_\_\_\_  
New Unit # \_\_\_\_\_

New Project Name \_\_\_\_\_  
New Address \_\_\_\_\_

Lease Start Date \_\_\_\_\_  
Lease End Date \_\_\_\_\_

Move-In Rent \_\_\_\_\_  
New Rent \_\_\_\_\_

Lease Holder Tenant Name (s) (Last/First)

Residing Tenant Name (s) (Last/First)  
(Do not list the Lease Holders Name)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Other Special Information:**

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**MAIN OFFICE USE ONLY**

Date Entered \_\_\_\_\_

Initial \_\_\_\_\_