PROPERTY RENT ROLL

PROPERTY ADDRESS_____

rentroll.wk4 updated 06/21/07

PLEASE INCLUDE SEPERATELY BELOW ANY GARAGES OR STOREROOMS

						CURRENT		DATE							RENT					
	# OF		SQFT		NAMES OF TENANTS OR	MONTHLY	DEPOSIT	TENANT	PAST DUE$$$		PHONE NUMBERS			STATUS	DUE	Seperate meters?		# OF YEARS SINCE CHANGED		
UNIT #	Beds	Bath		LEVEL	PUT "VACANT"	RENT $	PAID$	MOVED IN	RENT	OTHER*	HOME#	WORK#	email	see ***	DAY	GAS/ELEC	WATER	CARPET	VINYL	PAINT

****** STATUS : PUT "C" for CURRENT " N" for Notice to vacate with date (eg N 2/15) , "E" for EVICTION and "F" for FUTURE**

LEVEL: PUT "1" for first level and "2" for second or "3" for third level.

For Garage residents please provide tenant mailing address(es)

*** FOR OTHER money due please email breakdown (eg late fees, deposit, rent, tenant damages)**

SAN DIEGO COUNTY PROPERTY MANAGEMENT
3358 30th STREET **TEL (619) 742 8543 FAX (619) 839 3919**
SAN DIEGO CA 92104 **email info@sdcpm.net**
file name turnover.wk4

I confirm that I have today received the items below as stated:
Name_____ Company_____
Signature_____Date_____

O=ORIGINAL RENTAL AGREEMENT
A= RENTAL APPLICATION
M=MOVE IN CHECKLIST
C=COPY OF RENTAL AGREEMENT
3=THREE DAY NOTICES(in last 30days)
N=Notices to vacate (In last 90days)

		DOCUMENTS						KEYS/REMOTES			
ADDRESS	**Unit#**	**O**	**C**	**A**	**3**	**N**	**M**	**House**	**Mail**	**Gate**	**OTHER incl laundry**

ACCOUNTING DOCUMENTS RECEIVED

WATER/SEWER BILL	
INSURANCE	
MORTGAGE STATEMENTS	
PROPERTY TAX STATEMENTS	
SDGE HOME METER	
TRASH BILL	
OTHER	