

How to Enter Your Move-Out Notice in the Tenant Portal

Please follow the steps provided below to achieve the **Move Out Notice!**

- Once you log in to your resident portal, you will be directed to the summary page. From there, navigate to the Lease Details tab to proceed.

The screenshot shows the Rentvine tenant portal summary page. The left sidebar contains navigation options: Summary (highlighted), Make Payment, Activity, Payment Methods, Files, Insurance, Service Requests, and Chat. The main content area is divided into several sections: BALANCES (CURRENT: \$3,137.93, UPCOMING: \$2,137.93), SECURITY DEPOSIT (Security Deposit Held: \$900.00, Unpaid Security Deposit: \$0.00), RECURRING PAYMENTS (No Recurring Payments have been setup. Setup Recurring Payment), and MONTHLY CHARGES (Rent: \$1,922.00, Pet Rent: \$75.00, Resident Benefit Package: \$11.00, Admin Fees: \$5.00). On the right, there is a RECENT ACTIVITY table and a LEASE DETAILS section. The LEASE DETAILS section includes Resident information (Dwayne Rock Johnson, Marvin Malory), Start Date (03-29-2022), and End Date (03-31-2023). A red arrow points from the 'Setup Recurring Payment' button to the 'Give Move Out Notice' button in the LEASE DETAILS section.

| Date Posted | Description | Amount |
|-------------|-----------------------------------|------------|
| 2023-11-08 | General Repair | \$350.00 |
| 2023-11-08 | General Repair | \$550.00 |
| 2023-10-31 | Late Fee | \$100.00 |
| 2023-10-29 | Rent (10-2023) | \$1,922.00 |
| 2023-10-29 | Rent (10-2023) - Sales Tax | \$124.93 |
| 2023-10-29 | Pet Rent (10-2023) | \$75.00 |
| 2023-10-29 | Admin Fees (10-2023) | \$5.00 |
| 2023-10-29 | Resident Benefit Package (10-2... | \$11.00 |
| 2023-10-25 | General Repair | \$350.00 |
| 2023-10-25 | Paying for massive number of r... | \$4,600.00 |

| Description | Frequency | Next Charge | Amount |
|--------------------------|-----------|-------------|------------|
| Rent | Monthly | 11-29-2023 | \$1,922.00 |
| Pet Rent | Monthly | 11-29-2023 | \$75.00 |
| Resident Benefit Package | Monthly | 11-29-2023 | \$11.00 |
| Admin Fees | Monthly | 11-29-2023 | \$5.00 |

- On the right side of the Lease Details tab, you will find the option to Give Move Out Notice. Simply click on the actions button to proceed with the process.

This screenshot is identical to the first one, showing the Rentvine tenant portal summary page. The 'Summary' tab is highlighted in the left sidebar. A red arrow points from the 'Give Move Out Notice' button in the LEASE DETAILS section.

- After clicking on the **"Give Move Out Notice"** button, a new tab will appear where you can enter important information. This includes the expected move out date, the reason for leaving, and your forwarding address.

Give Notice to Move-Out

Expected Move-Out Date *

Why are you leaving?

How would you like to receive your Refund (if applicable)?

Check ACH

Forwarding Address

Name
Dwayne Rock Johnson

Address

Address 2

City State Postal Code
FL - Florida

Country
United States

Email
alex@rentvine.com

Phone

- After submitting the notice, your property manager will receive a notification about your completion. They will be available to provide further assistance throughout your move-out process.

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