



WARNING: At least one tenant must remain on a lease; if your property only has one tenant then you will need to follow the steps of **TERMINATING** the Lease in Property Genie.

Step 1: Open the Tenant Record

Property Genie for Magical Management - [Tenants]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Select a Tenant: Williams, Connor See All

Tenant ID: 20

Tenant Information

Name: CONNOR WILLIAMS

Mailing Address (if different from lease):

Vehicle Information:

Make: Color: Year: 2

Preferred Contact: Cell Phone: Day Home Phone: Work Phone: Cell Phone: 561-555-6677 Fax Number: Emergency Phone 1: Emergency Phone 2: Preferred E-Mail/Login: cv@rival.com Password: password Alternate E-Mail:

Notes Deleted Notes

Date User Comment

Delete Note Add Note Preview Notes Edit Record

Log Out Logged On As: Property Genie

Step 2: In the Tenant Record, go to the **LEASE INFORMATION** tab.

Step 3: Click the button labeled **“Edit Record”**

Property Genie for Magical Management - [Tenants]

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Property Genie™

Select a Tenant: Williams, Connor See All

Tenant ID: 20

Tenant Information

Lease Information

Notice Given By: Intended Move Out: 1/ 1/1900

Date Notice Given: 1/ 1/1900 Actual Move Out Date: 1/ 1/1900

Lease Description	Property	Lease Start Date	Lease End Date	Lease Actual End	Lease Status
Williams	1425 Francis Dr, Apopka FL...	12/1/2011 2:16 AM	11/30/2012 2:16 AM		Current

Move Out Edit Record

Log Out Logged On As: Property Genie



Step 4: According to the move out procedures of the tenant, update the fields labeled “Notice Given By”, “Date Notice Given”, and “Intended Move out Date”.

Lease Description	Date	Lease End Date	Lease Actual End	Lease Status
Williams	2:16 AM	11/30/2012 2:16 AM		Current

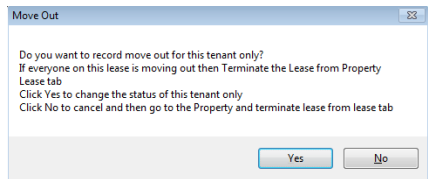
Step 5: Click the button in the lower right labeled “Save Record”

Step 6: Click the button labeled “Move Out”

Lease Description	Property	Lease Start Date	Lease End Date	Lease Actual End	Lease Status
Connor Williams	1425 Francis Ave, Orlando ...	12/1/2011 10:06 AM	11/30/2012 10:06 AM	11/30/2012 10:06 AM	Current



Step 7: Read the move out prompt, and then click the button labeled “Yes” to complete the Tenant Move out procedure.



*Do you want to record move out for this tenant only? If everyone on this lease is moving out then terminate the Lease from Property Lease tab.
Click Yes to change the status of this tenant only
Click No to cancel and then go to the Property and terminate lease from lease tab*

**Congratulations, you have successfully moved out a tenant from an active lease in Property Genie*

***You will now find that the Prospect's record has been changed from "Tenant" to "Former Tenant", and they will no longer show up on all of the current tenant reports in Property Genie.*