

NEW RESIDENT MOVE-IN CHECKLIST

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Name: _____

Date: _____

Address: _____

By: _____

In Process (circle)	TASK	COMMENTS	DONE
1	Applicant(s) Meet Pre-Qualification Standards and Are Given Application to Rent Form On: _____		<input type="checkbox"/>
2	Application to Rent Complete, Receipt for Tenant Screening and/or Deposit to Hold Received in the Amount of \$_____ (verified). (Reference Forms Signed and Returned)		<input type="checkbox"/>
3	Calculate/Estimate Monies Due Prior to Move-in: Rent; _____ to _____, \$ Deposit(s), etc., Total Amount of \$ _____		<input type="checkbox"/>
4	Called Tenant Credit Agency: Report Requested, they will <input type="checkbox"/> Call Back, _____ <input type="checkbox"/> Fax Back <input type="checkbox"/> Online BY: _____		<input type="checkbox"/>
5	Credit Report Accepted; Employment, Landlord (present and former) & Personal References Verified. (Reference Forms Complete and Returned)		<input type="checkbox"/>
6	Application Reviewed, Income to Debt Analysis Completed; <input type="checkbox"/> Accepted or <input type="checkbox"/> Rejected	(More info on rejection)	<input type="checkbox"/>
7	APPLICANT NOTIFIED on: _____		<input type="checkbox"/>
8	APPOINTMENT SET FOR: _____ AM/PM (Confirmed Payment Amount Required at Appointment)		<input type="checkbox"/>
9	NEW TENANT DOCUMENT'S PREPARATION; Lease or Rental Agreement, ANY; Addendum, Smoke Detector, House or Pool Rules, Parking, Storage, Waterbed or Pet Agreement(s), Lead Disclosure & Pamphlet, Ledger Card, Rolodex, Inventory-Inspection & Condition Checklist, Utilities Transfer, Welcome Letter, etc., PREPARED.	Save Time! Go to Landlord.com/ewizard to Use E-FORMS WIZARD To Automatically Prepare All of These Documents.	<input type="checkbox"/>
10	Lease and Agreements Signed by ALL Tenant(s) (& Landlord Signs (Original Agreement to Landlord), Inspection & Condition Checklist Delivered AND RETURNED BY TENANT ON: _____		<input type="checkbox"/>
11	KEY(S) delivered to Tenant(s); <input type="checkbox"/> Front Door, <input type="checkbox"/> Mailbox, <input type="checkbox"/> Pool, <input type="checkbox"/> Garage, <input type="checkbox"/> Other;		<input type="checkbox"/>
12	Any Maintenance or Service to be Performed PRIOR to Move-in? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes state: _____		<input type="checkbox"/>
13	Tenant Name(s) & Info. added to; <input type="checkbox"/> Database, <input type="checkbox"/> Directory, <input type="checkbox"/> Security/Intercom		<input type="checkbox"/>
14	Other: _____		<input type="checkbox"/>

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