

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 | <u>Called Tenant Credit Agency:</u> 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 | | <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, etc., PREPARED. | <div style="border: 2px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> Save Time! Use Landlord.com's E-FORMS WIZARD To Automatically Prepare All of These Documents. </div> | <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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