

NEW RESIDENT MOVE-IN CHECKLIST

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Name: _____

Date: _____

Address: _____

By: _____

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In Process (circle)	TASK	COMMENTS	DONE
1	Applicant(s) Meet Pre-Qualification Standards & Are Given Application to Rent Form On: _____	_____	<input type="checkbox"/>
2	Application to Rent Complete, Deposit to Hold Received in the Amount of \$_____ (verified). (Reference Forms Signed and Returned)	_____	<input type="checkbox"/>
3	Calculate Rent, Deposit(s), etc., Required Prior to Move-in \$_____ Date of _____	_____	<input type="checkbox"/>
4	Called Credit Bureau; Report Requested, they will <input type="checkbox"/> Call Back, _____ <input type="checkbox"/> Fax Back <input type="checkbox"/> Online BY: _____	_____	<input type="checkbox"/>
5	<u>Credit Report Accepted</u> ; Employment, Landlord (present and <u>former</u>) & 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	<u>NEW TENANT DOCUMENT'S PREPARATION;</u> 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: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> Save Time! Use Landlord.com's E-FORMS WIZARD To 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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