Property: Unit:

Tenant Name(s): Move-in Date:

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| **INFORMATION & DOCUMENTATION** |

* Received Rental Application
* Started a New Physical Folder for Tenant
* Started a New Digital Folder for Tenant
* Background Check Completed
* Credit Check Completed
* Received Employment Verification Form
* Received Previous Landlord Verification Form
* Made Copies of Back and Front of Tenant ID(s)
* Explained All Rules and Procedures to Tenant
* Explained Emergency Procedures to Tenant
* Tenant Signed Lease Agreement
* Tenant Signed Lease Agreement Addendums (if applicable)
  + Date Lease Agreement Signed
  + Date Lease Begins
  + Date Lease Ends
* Provided Tenant with Your Contact Information
* Received Entire Security Deposit via Certified Method
  + Date Security Deposit Received
* Received Entire First Month’s Rent via Certified Method
  + Date First Month’s Rent Received
* Tenant Has Purchased Renter’s Insurance
* Cleaned Property
* Tenant has Signed Rental Unit Condition Checklist
* Changed Door Locks (If Applicable)
* Transferred All Utilities to Tenant’s Name (or include utility contact info in welcome letter)

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| **IF APPLICABLE** |

* Property Inspected for Certificate of Occupancy
* Date of Inspection
* Pet Addendum Signed
* Pet Deposit Received
* Lead Disclosure Warning Signed (For Property Built Before 1978)
* Gave Tenant “Protect Your Family from Lead Paint” Pamphlet
* Section 8 Paperwork Received
* Section 8 Inspection Occurred
* Date of Inspection

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| **IF APPLICABLE (continued)** |

* Security Deposit Received from Section 8
* Spoke with Section 8 Case Worker
* Name & Phone Number of Case Worker