

NEW RESIDENT MOVE-IN CHECKLIST

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Name: _____ Address: _____

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	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"/>																													
4	Credit Report Accepted; Employment, Landlord (present and former) & Personal References Verified. (Reference Forms Complete and Returned)	_____	<input type="checkbox"/>																													
5	Application Status;(Income to Debt Analysis Completed) <input type="checkbox"/> Accepted <input type="checkbox"/> or Rejected (More info on rejection)	_____	<input type="checkbox"/>																													
6	Calculate/Estimate Monies Due Prior to Move-in: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">DEPOSIT(S):</td> <td style="width: 30%;">Security \$ _____</td> <td style="width: 30%;">RENT:</td> <td style="width: 10%;">Move-in Date: _____</td> <td style="width: 10%;">Rent Rate: _____</td> </tr> <tr> <td></td> <td>Cleaning \$ _____</td> <td></td> <td>Prorated Rent; from _____ to _____</td> <td></td> </tr> <tr> <td></td> <td>Key \$ _____</td> <td></td> <td>_____ @ _____ = \$ _____</td> <td></td> </tr> <tr> <td></td> <td>Pet \$ _____</td> <td></td> <td>(# of Days) (PerDiemRate) (Total Prorated)</td> <td></td> </tr> <tr> <td></td> <td>Other: \$ _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TOTAL: \$ _____</td> <td></td> <td>TOTAL: \$ _____</td> <td>GRAND TOTAL: \$ _____</td> </tr> </table>	DEPOSIT(S):	Security \$ _____	RENT:	Move-in Date: _____	Rent Rate: _____		Cleaning \$ _____		Prorated Rent; from _____ to _____			Key \$ _____		_____ @ _____ = \$ _____			Pet \$ _____		(# of Days) (PerDiemRate) (Total Prorated)			Other: \$ _____					TOTAL: \$ _____		TOTAL: \$ _____	GRAND TOTAL: \$ _____	<input type="checkbox"/>
DEPOSIT(S):	Security \$ _____	RENT:	Move-in Date: _____	Rent Rate: _____																												
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	Key \$ _____		_____ @ _____ = \$ _____																													
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	Other: \$ _____																															
	TOTAL: \$ _____		TOTAL: \$ _____	GRAND TOTAL: \$ _____																												
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, Inventory-Inspection & Condition Checklist, Utilities Transfer , Welcome Letter, etc., PREPARED.	_____	<input type="checkbox"/>																													
10	Lease and Agreements Signed by ALL Tenant(s).	_____	<input type="checkbox"/>																													
11	Walk-through on _____, Inspection & Condition Checklist Delivered & RETURNED BY TENANT ON: _____	_____	<input type="checkbox"/>																													
12	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"/>																													
13	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"/>																													
14	Tenant File Set-up; added to; <input type="checkbox"/> Database <input type="checkbox"/> Directory, <input type="checkbox"/> Security/Intercom	_____	<input type="checkbox"/>																													
15	Other: _____	_____	<input type="checkbox"/>																													

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