

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: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> DEPOSIT(S): Security \$ _____ Cleaning \$ _____ Key \$ _____ Pet \$ _____ Other: \$ _____ TOTAL: \$ _____ </div> <div style="width: 30%; text-align: center;"> RENT: </div> <div style="width: 35%;"> Move-in Date: _____ Rent Rate: _____ Prorated Rent; from _____ to _____ _____ @ _____ = \$ _____ (# of Days) (PerDiemRate) (Total Prorated) TOTAL: \$ _____ GRAND TOTAL: \$ _____ </div> </div>	_____	<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, 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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