



SCREENING & MOVE-IN CHECKLIST

Lease Info

<input type="checkbox"/>	Rent:
<input type="checkbox"/>	Deposit:
<input type="checkbox"/>	Pets:

Application

<input type="checkbox"/>	Application received: ___/___/___
<input type="checkbox"/>	Complete landlord references
<input type="checkbox"/>	Screening Complete: Approved OR Needs Guarantor

Needs Guarantor

<input type="checkbox"/>	Guarantor application received
<input type="checkbox"/>	Screening complete: Approved OR Denied
<input type="checkbox"/>	Obtain income verification
<input type="checkbox"/>	Get Guarantor Form signed

Approved

<input type="checkbox"/>	Drivers licenses obtained and uploaded to tenant file in the Cloud
<input type="checkbox"/>	Income verification received and uploaded to tenant file in the Cloud
<input type="checkbox"/>	Deposit received
<input type="checkbox"/>	Move in date finalized: ___/___/___
<input type="checkbox"/>	Lease drafted
<input type="checkbox"/>	Give tenants info to transfer utilities into their name
<input type="checkbox"/>	Make sure sufficient key copies are ready for move in day
<input type="checkbox"/>	Retrieve lock box

Move In

<input type="checkbox"/>	Lease signed and uploaded to tenant file in the Cloud
<input type="checkbox"/>	Utility transfers confirmed
<input type="checkbox"/>	Move in monies received
<input type="checkbox"/>	Provide move in inventory checklist
<input type="checkbox"/>	Cancel lawn/snow service (if applicable)