**Move-In Checklist**

Property Code Apartment Number Agent(s)

MI Date Rent/Mo. $ Lease Term Bonus $

Applicant(s) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

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 CHARGES: COLLECTIONS:

Application Fee (s) $ $

Deposit $ $

Rent $ $

Animal Deposit $ $ **BALANCE TO**

Non-refundable Fee $ $ **COLLECT**

LMR $ $ **AT MOVE IN**

Other $ $

Move in special $ < >

Totals $ - $ = $ \_\_\_\_\_\_\_\_

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**INITIALS:**

 Application Complete & Signed FRONT BACK

 Lead Hazard Information and Disclosure Addendum

 Acknowledgment By Applicants, Residents and Occupants of Apartment Rules and Security Policies

 Demographics entered

 Credit Report Date

 Rental History Date

 Employment Date

 Income Verification Date

 APPLICATION PROCESSING COMPLETED:

 Approved LMR Not Approved

 FOR OFFICE ONLY BOX ON APPLICATION Date

 TAA Lease

 Lease Addendum Acknowledgment

 All Applicable Addendums (Per Lease Addendum Acknowledgment)

 Resident Orientation scheduled for

 All Documents Signed

 Ready for Occupancy Tent Card and move in gift

 Apartment & Mailbox keys

 Gate and/or garage keys/cards

 Pool key(s) or Amenity key(s)

 Utilities placed in resident name/removed from property account.

 Account or Service Order #

 Waterbed Insurance verified

 Move in procedure completed and computer updated

 Supplemental data permission date

 Concession entered

 Other

 **LEASE FILE IN COMPLIANCE WITH ALL SIGNATURES:**

I certify that the above information is correct and that the lease file is complete and in compliance with [COMPANY NAME’S] Standard Policies & Procedures.

Leasing Agent: Date:

Property Manager: Date:

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