**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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