

# Landlordwiz.com

The Smart Site for the Savvy Landlord

## Move-In Checklist

Property Code \_\_\_\_\_ Apartment Number \_\_\_\_\_ Agent(s) \_\_\_\_\_

MI Date \_\_\_\_\_ Rent/Mo. \$ \_\_\_\_\_ Lease Term \_\_\_\_\_ Bonus \$ \_\_\_\_\_

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

	CHARGES:	COLLECTIONS:	
Application Fee (s)	\$ _____	\$ _____	
Deposit	\$ _____	\$ _____	
Rent	\$ _____	\$ _____	
Animal Deposit	\$ _____	\$ _____	
Non-refundable Fee	\$ _____	\$ _____	
LMR	\$ _____	\$ _____	
Other	\$ _____	\$ _____	
Move in special	\$ < _____ >		
Totals	\$ _____ -	\$ _____ =	\$ _____

**BALANCE TO COLLECT AT MOVE IN**

### 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: \_\_\_\_\_

**DISCLAIMER:** These sample forms and agreements are not endorsed by Landlordwiz.com. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.