



Move in Checklist

Location

Tenant Name _____ Date: _____ Time: _____

Address _____
Street City Zip Code

Tenant Packet

- | | |
|--|--|
| <input type="checkbox"/> Copy of Lease | <input type="checkbox"/> Utility Information Sheet |
| <input type="checkbox"/> Copy of Lead Based Paint Disclosure (if needed) | <input type="checkbox"/> Property Contact Sheet |
| <input type="checkbox"/> Broker Disclosure to Tenant | |

Payments

Security Deposit \$ _____ First Month's Rent \$ _____ Pet Deposit \$ _____

Utility Transfers

Electric Gas Water Sewer

Transferred By: _____ Date: _____

Keys Provided With Property

- | | |
|---|--------------------------------------|
| ____ Entry Gate (key/card) circle one | ____ Garage Side Door Key |
| ____ Building Entry (key/card) circle one | ____ Pool |
| ____ Front Door Keys | ____ Clubhouse (key/card) circle one |
| ____ Back Side Door | ____ Mail Key |
| ____ Garage Door Opener | ____ Fence/Gate Key |

By signing below I understand that the keys listed above were provided on move in day and that any keys not returned at the time of the lease termination will be subject to a fine of \$5.00 per standard key and the cost of replacement for specialty keys and openers with an additional \$20.00 for duplication.

Tenant (Print Name)

Tenant (Signature)