

## MOVE-IN CHECKLIST

Name(s): \_\_\_\_\_ Parking #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Move-In: \_\_\_\_\_ Email: \_\_\_\_\_

In order to maintain consistency with the resident files, the following items are to be placed in the resident files in the following order (top to bottom):

INITIAL	FILE - LEFT SIDE	INITIAL	FILE - RIGHT SIDE
	152 - Resident Lease File Checklist		101 - Lease Agreement ( <i>most current on top</i> ) [202 Addendum covered in Par.39]
	152 - Resident Conversation Log		<b>202 - Statewide Rent Cap &amp; Just Cause Addendum (REQUIRED BY LAW)</b> [For use with other lease agreements]
	Resident Correspondences: Rent Increases, Notices, Emails, etc.		120 - Co-signer Agreement or 118 - Roommate Addendum ( <i>if needed</i> )
	100B - Deposit Receipt		<b>157 - Information About Bed Bugs (REQUIRED BY LAW)</b>
	<b>147 – Receipt for Screening Fees (REQUIRED BY LAW)</b>		<b>158 - Flood Disclosure Addendum (REQUIRED BY LAW)</b>
	Approval & Credit Report		<b>131 – Move-In, Move-Out Inspection (HIGHLY RECOMMENDED)</b>
	100A - Application to Rent or Lease		108 - House Rules
	100S - Applicant Screening Package		109 – Pool Rules
	Proof of Income		148 - Bed Bug Addendum/148B - Pest Control Addendum
	100GC - Guest Card		110 - Smoke Detector & Carbon Monoxide Detector Agreement
	Proof of Renter's Insurance - added as Additional Insured ( <i>if required</i> )		121 - Pet Agreement/122 - Comfort Animal Agreement ( <i>if needed</i> )
	<b>100Q - Qualification Criteria for Renting (HIGHLY RECOMMENDED)</b>		125 – Parking Garage Rental Agreement ( <i>if needed</i> )
	Copies of Deposit & Application Fee(s)		134 - Lead Based Paint Disclosure ( <i>if needed</i> )
	Copies of Move-In Monies		146 - Satellite Dish Addendum
	Copy of Photo IDs		149 - Mold Addendum
	Electric Acct #:		198 - Smoke Free Addendum ( <i>if needed</i> )
	Gas Acct #:		200 - Caregiver Addendum ( <i>if needed</i> )
	Other Utility Acct #:		Notice to Vacate ( <i>place on top of file, if notice is received or served</i> )



