

«full_name»

«community» «apt_number»

MOVE IN CHECKLIST

- Rental Amount & Security Deposit
- Setting up Utilities (Where Applicable)
- Rent Payment Policies – Late Charges/Evictions
- Promote EFT Program
- Annual Recertification Process
- Reporting Income Changes/Medical Expenses (elderly households only)
- Income eligibility requirements (515 & Section 8/515 only)
 - Explain how a tenant can become over-income (adjusted annual income exceeds income limits)
- Guests/Additional Household Member Policies
- Pets
- Maintenance Requests Procedures
- Annual Inspections
- Quarterly Inspections (Duplex Properties Only)
- Parking
- Snow Removal Procedures
- Trash Removal
- Air Conditioner Policy
- Termination of Lease
 - 30 day notice requirement
 - rules violations

This is to certify that the above items were discussed prior to «full_name» moving in.

«rental_agent» Signature

Date