

New Tenant Checklist- Quick Reference Sheet



Property Address: _____

Lease Term: _____

Move-in: _____

Rent: _____

INFORMATION:

	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Name(s):	_____	_____	_____	_____
Applic:	_____	_____	_____	_____
Cell:	_____	_____	_____	_____
Email:	_____	_____	_____	_____

BACKGROUND: *(add dates)*

Credit:	_____	_____	_____	_____
Reference:	_____	_____	_____	_____
Cosign Cred:	_____	_____	_____	_____
Cosign Agmnt: <small>(notarized)</small>	_____	_____	_____	_____

FUNDS DUE: *(add amount & dates)*

App. Fee:	_____	_____	_____	_____
1 st Month:	_____	_____	_____	_____
Security:	_____	_____	_____	_____

PAPERWORK: *(add dates)*

Lease:	_____	_____	_____	_____
Addendum:	_____	_____	_____	_____
Cond. Rpt:	_____	_____	_____	_____

MISC:

_____:	_____	_____	_____	_____
_____:	_____	_____	_____	_____