

RD MOVE-IN CHECKLIST

PROPERTY: _____

UNIT: _____

TENANT: _____

MOVE-IN DATE: _____

- ☐ Original Application
- ☐ Income & Asset Calculation Worksheet (Use this form to determine if they are within the income limits to reside at the property before continuing.)
- ☐ Landlord Reference Verification
- ☐ Credit/Criminal Background Check – All applicant's 18 years or older
- ☐ Performance Deposit Agreement – Basic Rent

Required for all household members

- ☐ Copy of Birth Certificate or State Issued Identification/Driver's License (verification of birth date)
- ☐ Copy of Social Security Card (verification of social security number)
- ☐ Race and Ethnic Data Reporting Form (1 for each household member)

(The following forms must be signed by the head of Household and all members 18 years or older.)

- ☐ Household Questionnaire
- ☐ Minnesota Data Practices Act
- ☐ Annual Student Certification
- ☐ Drug Free Housing Agreement
- ☐ Emergency Contact Form

Supporting Verifications

- ☐ Verification of Disability/Handicap Status (If Applicable) _____
- ☐ Income: _____
- ☐ Assets: _____
- ☐ Day Care (If Applicable): _____
- ☐ Medical Expense (If Applicable): _____

Compliance will produce the following and send to you for signatures. Mail back as soon as they are signed.

- ☐ Initial Tenant Payment Transmittal (To accounting department with checks attached)
- ☐ Tenant Certification (3560-8)
- ☐ Lease
- ☐ Move-In Inspection (Unit Condition Checklist)

Resident Handouts

- ☐ Things You Should Know About RD Housing
 - ☐ House Rule
- Resident acknowledges receipt by signing page 9 of the lease

RETURN ALL FORMS IN THE ORDER OF THE CHECKLIST