



MARKET RATE MOVE-IN CHECKLIST

PROPERTY: _____

UNIT: _____

TENANT: _____

MOVE-IN DATE: _____

- ☐ Original Application
- ☐ Landlord Reference Verification
- ☐ One form of identification
- ☐ Credit/Criminal Background Check
- ☐ Proof of Income (Income must be 2 ½ times the monthly rental amount)
- ☐ Performance Deposit Agreement (Original to Corporate office & copy to resident)

RETURN THE ABOVE FORMS TO THE COMPLIANCE DEPARTMENT TO PROCESS LEASE

- ☐ Initial Tenant Payment Transmittal (To accounting department with checks attached)
- ☐ Lease
- ☐ House Rules
- ☐ Drug Free Housing Agreement
- ☐ Lead Based Paint Disclosures (If applicable)
- ☐ Move-In Inspection
- ☐ Emergency Contact Form

Resident Handouts

- ☐ Lead Based Paint Brochure