

Resident's Last Name: _____

Apt Number: _____

Move In Date: _____

Apt/Unit Type: _____

**** All Blanks are to be filled (Check Mark or N/A).**

File Forms in this Order **

RIGHT Side of Lease File Folder

Lease Agreement		Bluemoon
Rent Collection Procedure Addendum		SUNRIDGE
Resident Handbook - Printed on Letter Size Paper		SUNRIDGE
Renter's Insurance Addendum	If Applicable	Bluemoon
Copy of Renter's Insurance Declarations Page	If Applicable	Resident
Carport Addendum	If Applicable	Bluemoon
Garage Addendum	If Applicable	Bluemoon
Storage Addendum	If Applicable	Bluemoon
Lead Base Paint Addendum	If Applicable	Bluemoon
Asbestos Addendum	If Applicable	Bluemoon
Mold Addendum		Bluemoon
Bed Bug Addendum		Bluemoon
Pet Addendum - Signed with or without Pet		Bluemoon
Satellite Dish Addendum - Signed with or without Dish		Bluemoon
Modification of Rights Under U.S. Service Members Civil Relief Act Addendum	If Applicable	Bluemoon
Protections of Rights Under the U.S. Service Members Civil Relief Act Addendum	If Applicable	Bluemoon
Rent Concession or Other Rent Discount Addendum	If Applicable	Bluemoon
Remote Control, Card or Code Access Gate Addendum	If Applicable	Bluemoon
Intrusion Alarm Addendum	If Applicable	Bluemoon
Move In / Out Condition Form		Bluemoon
Water Addendum		Bluemoon
Electric Addendum	If Applicable	Bluemoon
Gas Addendum		Bluemoon
Trash Addendum	If Applicable	Bluemoon
Application - With All Blanks Completed (Pages 1 & 2)		Bluemoon
Supplemental Criminal History Questionnaire for Rental Applicants, Occupants or Employees	If Applicable	Bluemoon
Application Verification Sheet - Must have Manager's Signature		SUNRIDGE
Letter of Guaranty / Co-Signer	If Applicable	Bluemoon
Signed Rental Qualification Guidelines		SUNRIDGE
Copy of Pay Check Stubs - NO COPIES on UHF Properties		Resident
Credit Report(s) Pass or Fail Sheet Only - No Detailed Reports Allowed		On-Site/OneSite
Copy of Application Fee and Deposit Money Orders		Resident
Quote Sheet (Showing the Prorate You Quote the Prospect)	If Applicable	OneSite
City of Fort Worth Tenant and Landlord Inspection	If Applicable	
Welcome Card		SUNRIDGE
Cleaning and Maintenance Instructions Resurfaced Counters, Tubs and Sinks		SUNRIDGE
Completed Make Ready Checklist		SUNRIDGE
Completed Painter's Checklist		SUNRIDGE
Completed Housekeeper's Checklist		SUNRIDGE

LEFT Side of Lease File Folder*

Conversation Log (This Should Always Stay on Top)		SUNRIDGE
Lease File Checklist		SUNRIDGE
Text Messaging Opt In Opt Out Form		SUNRIDGE

*Any other items that occur after move in are to be filed on the left hand side of the folder UNDER the Conversation Log.

File Organized by: _____

Date: _____

File Approval by Manager: _____

Date: _____

Lease Presentation by: _____

Date: _____