

# NEW RESIDENT CHECKLIST

APARTMENT # \_\_\_\_\_

- \_\_\_\_\_ 1. Application verified (signed/dated) \_\_\_\_\_
- \_\_\_\_\_ 2. Credit Check Agreement \_\_\_\_\_
- \_\_\_\_\_ 3. On-site input or Ledger Card completed \_\_\_\_\_
- \_\_\_\_\_ 4. Credit check fee paid \_\_\_\_\_
- \_\_\_\_\_ 5. Security Deposit paid \_\_\_\_\_
- \_\_\_\_\_ 6. Verify apartment address with resident \_\_\_\_\_
- \_\_\_\_\_ 7. Verify utility reassignment with resident \_\_\_\_\_
- \_\_\_\_\_ 8. Copy of House Rules Acknowledgement \_\_\_\_\_
- \_\_\_\_\_ 9. Latest Newsletter \_\_\_\_\_
- \_\_\_\_\_ 10. Rental Agreement signed \_\_\_\_\_
- \_\_\_\_\_ 11. Rolodex card or computer database \_\_\_\_\_
- \_\_\_\_\_ 12. Smoke Detector Agreement \_\_\_\_\_
- \_\_\_\_\_ 13. Rent Increase card \_\_\_\_\_
- \_\_\_\_\_ 14. Mailbox nametag \_\_\_\_\_
- \_\_\_\_\_ 15. Move-in/Move-out checklist \_\_\_\_\_
- \_\_\_\_\_ 16. Key-Number of keys \_\_\_\_\_
- \_\_\_\_\_ 17. Parking space number/location \_\_\_\_\_
- \_\_\_\_\_ 18. Trash Dumpster or chute location \_\_\_\_\_
- \_\_\_\_\_ 19. Verify utility reassignment with utility co. \_\_\_\_\_
- \_\_\_\_\_ 20. Name on directory \_\_\_\_\_
- \_\_\_\_\_ 21. Parking permit and number \_\_\_\_\_
- \_\_\_\_\_ 22. Welcome labels \_\_\_\_\_
- \_\_\_\_\_ 23. Welcome gift \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_