

**RESIDENTS MOVE IN CHECKLIST**

ADDRESS: \_\_\_\_\_ Agents Initials \_\_\_\_\_

**TO ALL RESIDENTS:**

The following rules and regulations have been carefully considered by the Owners and Management. Please read this carefully and ask any questions you might have prior to initialing each section.

**\*\*\*THE FOLLOWING MUST BE COMPLETED BEFORE MOVE-IN! NO EXCEPTIONS!\*\*\***

1. Completed lease, all other documentation must be signed and approved by our leasing manager.
2. Utility connection receipt must be presented prior to release of the keys. (I.E. Elec., water, & gas)
3. All move-in monies must be paid. (Rents, security deposits, pet deposits, etc.)
  - a. If move-in date is during the last **seven days** of the month, the resident must pay prorated rent **and** next full months' rent at time of move-in.
4. You may pick up your keys the morning of your move-in date. Moving in earlier requires the approval of the maintenance supervisor. **No move-in's after 5:00 PM or on weekends.**
5. Upon move in you will receive a move-in inventory form that must be returned by within 48 hours.

\_\_\_\_\_ X\_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_

Date Residents Initials

**MAKE READY PROCESS**

\*PLEASE NOTE: Upon move in these are the items that will be completed:

- + Painting – a touch up or a full paint (owner's discretion)
- + General Maintenance – Items will be repaired
- + Carpet Cleaning – Steam cleaning and pet defleaing, if necessary, will be completed
- + Cleaning – The unit will be in a clean condition.

Residents Request:	Approved	Not Approved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

\*\*\*PLEASE NOTE: The unit will NOT be made brand new for your move in. We will do our best to correct any problems and make your unit a pleasant place to live. Requested items listed above are contingent upon owner/manager approval. Example: new carpet, replacing a fence, removing wallpaper, etc.

X\_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_

Residents Initials

Anne/Blane's Initials \_\_\_\_\_ Date \_\_\_\_\_