

Location

Tenant Name



Address



Street

Tenant Packet



Copy of Lease



Copy of Lead Based Paint Disclosure (if needed)



Broker Disclosure to Tenant

**Move in Checklist**

Date: Time:



City Zip Code

Utility Information Sheet Property Contact Sheet



**Payments**



Security Deposit $\_\_\_\_\_\_\_\_

**Utility Transfers**



|  |  |  |
| --- | --- | --- |
| Electric |  | Gas |

Transferred By:

|  |  |  |
| --- | --- | --- |
| First Month's Rent $ |  | Pet Deposit $ |



Water  Sewer



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:



**Keys Provided With Property**

\_\_\_\_ Entry Gate (key/card) circle one \_\_\_\_ Garage Side Door Key

\_\_\_\_ Building Entry (key/card) circle one \_\_\_\_ Pool

\_\_\_\_ Front Door Keys \_\_\_\_Clubhouse (key/card) circle one

\_\_\_\_ Back Side Door \_\_\_\_ Mail Key

\_\_\_\_Garage Door Opener \_\_\_\_ Fence/Gate Key

By signing below I understand that the keys listed above were provided on move in day and that any keys not returned at the time of the lease termination will be subject to a fine of $5.00 per standard key and the cost of replacement for specialty keys and openers with an additional $20.00 for duplication.



Tenant (Print Name) Tenant (Signature)