

FORM 7-4 Move-In Checklist

[company logo, name, and address]

Property

Resident

Agent

Move-in Date

Apartment

	By	Date
1. Completed application received.	_____	_____
2. Application and credit fees received and recorded.	_____	_____
3. Apartment assigned, posted to Vacancy Report.	_____	_____
4. Deposit received and recorded.	_____	_____
5. Apartment inspected and work assigned.	_____	_____
6. Credit check completed.	_____	_____
7. Prospect notified of approval/rejection.	_____	_____
(IF PROSPECT REJECTED, CHECKLIST ENDS HERE.)		
8. Appointment for signing lease: Date: _____ Time: _____	_____	_____
9. Move-In date scheduled: Date: _____ Time: _____	_____	_____
10. Lease prepared.	_____	_____
11. Utilities transferred or turned off/on.	_____	_____
12. Keys readied.	_____	_____
13. Final apartment inspection made.	_____	_____
14. Signed Certificate of Readiness placed in apartment.	_____	_____
15. Rent, security deposit, and other monies received.	_____	_____
16. Welcome package/orientation information readied.	_____	_____
17. Lease (including any addenda) signed.	_____	_____
18. Copy of signed lease given to resident.	_____	_____
19. Orientation completed.	_____	_____
20. Walk-through with resident completed.	_____	_____

(continued)

	By	Date
21. Move-in inspection completed, signed by resident.	_____	_____
22. Keys given to resident.	_____	_____
23. Resident files set up.	_____	_____
24. Move-in completed.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____

Notes:

	By	Date
Reviewed	_____	_____
Reviewed	_____	_____