

FORM 7-3 Resident Orientation Checklist

[company logo, name, and address]

Property	Resident	
Agent	Move-in Date	Apartment

The following topics should be reviewed and discussed with the resident. This checklist should be used in conjunction with the Move-In Checklist (Form 7-4). Upon completion of the move-in process, checklist should be placed in resident's file.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Lease (including any addenda) <input type="checkbox"/> Rent: <ul style="list-style-type: none"> · Amount · Due date · Late charges (\$ _____) after _____ of the month · Returned check charges (\$ _____) · Any special procedures · Collection and eviction procedures <input type="checkbox"/> Policies and rules: <ul style="list-style-type: none"> · Pets · Parking · Amenities · Guests · Noise | <ul style="list-style-type: none"> <input type="checkbox"/> Office hours and telephone number(s) <input type="checkbox"/> Procedures for requesting maintenance service <input type="checkbox"/> Use and care of appliances <input type="checkbox"/> Energy conservation considerations <input type="checkbox"/> Security procedures <input type="checkbox"/> Emergency procedures and phone numbers |
|--|--|

Notes:

	By	Date
Prepared _____	_____	_____
Reviewed _____	_____	_____