

New Tenant Checklist (Part 1 of 3)

Receive completed rental application

Make new folders for tenant – physical and digital

Obtain credit check

Obtain background check

Request employment verification form

Receive previous landlord reference

Photo copies of applicant IDs – front and back

Explain lease process and property rules to prospective

Sign Lease Agreement & any addendums

Collect 1st Month's Rent

Collect Security Deposit

Confirm move-out date w/ current tenant

Provide move-out instructions/checklist to current tenant

New Tenant Checklist (Part 2 of 3)

Inspect property after moveout of current tenant

Schedule and finish cleanup, repairs, & renovations as needed

Confirm move-in date and time with new tenant

Return security deposit (remaining) to former tenant

Do walk through and make last minute touchups

Change locks & schedule professional cleaning

Check property function for smoke & CO detectors

Make welcome package and information for new tenant

Take photos to document condition for future reference

Move in - handover keys and welcome package

Remind tenant to review and sign move-in checklist

Setup online autopay to collect rent from tenant

Transfer utilities bills to tenant (if applicable)

New Tenant Checklist (Part 3 of 3) (optional as needed)

Property inspected for Certificate of Habitability

Pet addendum signed and executed

Lead Disclosure Warning Signed (if property built before 1978)

Give lead paint protection info pamphlet to tenant

Section 8 documents signed and received

Sublease addendum



Welcome Package Info to Include

- How to set up utilities
- Move-in day info & checklist
- How to report maintenance issues
- How to submit rent payments
- Trash bin and trash day info
- Laundry room info
- Parking permit & info
- Condition of property
- How to reach property manager/landlord
- Pet policy reinder
- Neighborhood information
- Renter's insurance reminder
- Other landlord tips & advice