

APPLICANT/NEW TENANT OFFICE CHECKLIST

Property Address: _____ Rental Amount: _____

Names: _____ Pets? (#, type, size, age) _____

_____ Desired Move In Date: _____ Application Received Date: _____

Application Fee Received?

Once Application Fee Has Been Received:

Verify Income: _____ 2 Months Pay Stubs _____ Income Amount: _____ 3 X rent?

ID Copy(s) and Rental Reference(s) Received References _____ ID _____ Names: _____

Notes:

APPROVED **DECLINED** Send Letter to Tenant

Notify Tenant Notify Owner **When does tenant want to sign:** _____ If within 48 hours SCHEDULE SIGNING (skip holding fee section)
 If within 2 weeks, start holding fee

Holding Fee Form

Create Holding Fee Form How Sent? Email ___ Fax ___ Other: _____ Holding Fee Amount: _____

Send Holding Fee Form to Tenant Clarify Payment Methods with Tenant (Check, money order, or online)

Holding Fee Form Returned Date Received: _____

Payment Method: _____ If Necessary, Sight Unseen Form Sent and Signed.

Give to Office Coordinator

Office Coordinator Review **Scheduled Lease Signing Date/Time:** _____

If Currently Out of State: _____ Date Departing: _____ Date Arriving: _____

Amounts Due At Signing: _____ Pro-rated rent: \$ _____ Deposit Due: \$ _____ Pet Deposit: \$ _____

Utilities and Insurance Form Sent to Tenant **CREATE LEASE**

After Lease Signing

Scan Lease Give Original Lease to Tenant Payments to be posted by Bookkeeper

Scan all paperwork (App, Proof of Ins/Utilities, etc.) Give Copy of Inspection Report to Tenant Proof of Utilities Converted to Tenant

Inspection Report Due Date: _____

Inspection Report Returned: _____