

NEW FILE CHECKLIST

- Approved Application for Rent
- Two Copies of Lease
- Lead Paint Addendum
- Security Deposit Agreement
- Pet Policy/Addendum
- W-9 signed by each tenant
- Copy of 1st month Rent Payment
- Copy of Security Deposit
- Check in Inspection Sheet
- File Folder Label and Mail Box label
- Copy of License or ID
- Copy of Wages
- Resident Profile
- Renters Insurance Waiver
- Early Termination
- package drop off
- rental rules
- parking permit