

**Phase 2: Moving Your Tenant In  
CHECKLIST**

Use the checklist below to complete all the actions necessary to ensure a smooth, successful move in of your new tenant!

**Prior to your move in meeting:**

Complete Lease.

Complete any Addendum's. (*Pet Addendum: Form 2b*)

**At move in meeting:**

Review Lease and have tenant sign if it is not already signed.

Review any Addendum's and have tenant sign. (*Forms 2b*)

Review Rules & Regulations Form. (*Form 2d*)

Collect security deposit if you haven't already.

Collect first month's rent. (*Certified Check or Money Order*)

If you are requiring last month's rent, collect that also.

Collect any other fees due, such as a Pet Deposit or Pet Fee.

Walk through unit with tenant and complete Move In Move Out Inspection Report. (*Form 2e*)

Give tenant keys.

**After the Move-In Meeting:**

File documents in tenant's file.

Calendar a "check in" with your tenant for one week away.