

**LEASE/FILE CHECKLIST**

Complex & Unit #:

Tenant(s):

Agent:

**LEFT SIDE OF FOLDER**

- \_\_\_\_\_ CONVERSATION RECORD
- \_\_\_\_\_ HOW CAN WE REACH YOU? (GIVEN AT MOVE-IN)
- \_\_\_\_\_ ACCEPTANCE CARD (GIVEN AT MOVE-IN)
- \_\_\_\_\_ MOVE-IN SHEET
- \_\_\_\_\_ LEASE/FILE CHECKLIST
- \_\_\_\_\_ APPLICATION COMPLETED
  - \_\_\_\_\_ Signed
  - \_\_\_\_\_ All persons residing in apartment verified
  - \_\_\_\_\_ All blanks filled in (zip codes, DOB, SSN, bank acct. numbers, etc.)
- \_\_\_\_\_ **TENANT QUALIFICATIONS WORKSHEET**
  - \_\_\_\_\_ RESIDENT CHECK REPORT attached
  - \_\_\_\_\_ Copies of Income verification attached or on back of app.
  - \_\_\_\_\_ Rental verification attached or on back of app.
- \_\_\_\_\_ **TENANT QUALIFICATIONS WORKSHEET** on all Guarantors
  - \_\_\_\_\_ GUARANTOR INFORMATION SHEET
  - \_\_\_\_\_ RESIDENT CHECK REPORT attached
  - \_\_\_\_\_ Copies of Income verification attached
- \_\_\_\_\_ CONTINUING PARENTAL OR SPONSOR GUARANTEE SIGNED & NOTARIZED
- \_\_\_\_\_ MONTHLY CREDIT CARD AUTHORIZATION FORM

**RIGHT SIDE OF FOLDER**

- \_\_\_\_\_ **LEASE**
  - \_\_\_\_\_ Notarized if signed outside office
  - \_\_\_\_\_ Filled out completely and accurately
  - \_\_\_\_\_ All tenants on the lease sign the lease
  - \_\_\_\_\_ Co-signed by all parents of minors
  - \_\_\_\_\_ Witnessed by leasing professional
  - \_\_\_\_\_ Special provisions section completed
  - \_\_\_\_\_ All hi-lighted areas initialed by tenants
- \_\_\_\_\_ **Photo ID Copied onto PHOTO ID DISCLOSURE (ONLY AFTER APPROVAL)**
- \_\_\_\_\_ **ADVANCE LEASE ADDENDUM**
- \_\_\_\_\_ **AMENDMENT TO LEASE MODIFYING AUTOMATIC RENEWAL AND LEASE TERM**
- \_\_\_\_\_ FURNITURE RENTAL/PURCHASE AGREEMENT
- \_\_\_\_\_ LAUNDRY EQUIPMENT RENTAL/PURCHASE

**REQUIRED FORMS COMPLETED AND SIGNED**

- \_\_\_\_\_ CONCESSION REPAYMENT AGREEMENT
- \_\_\_\_\_ REASON FOR REDUCED DEPOSIT/NO DEPOSIT
- \_\_\_\_\_ SPECIAL PET RESPONSIBILITY CLAUSE ADDENDUM TO LEASE (SEE BELOW)
- \_\_\_\_\_ DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT
- \_\_\_\_\_ SEALY SATELLITE DISH POLICY
- \_\_\_\_\_ SECURITY ACKNOWLEDGEMENT AND RELEASE
- \_\_\_\_\_ IMPORTANT NOTICE ABOUT SMOKE DETECTORS
- \_\_\_\_\_ MOISTURE AND MOLD DISCLAIMER AND WAIVER
- \_\_\_\_\_ PARKING PERMIT REGISTRATION
- \_\_\_\_\_ LEASE ADDENDUM PROVIDING FOR TRANSFER BY EMPLOYER
- \_\_\_\_\_ RENTER'S INSURANCE ADDENDUM \_\_\_\_\_ PLACE COPY OF POLICY IN FOLDER

**EMAILED TO MAIN OFFICE/PUT ON BOARD**

APPLICATION FEE PAID	# _____	\$ _____	____/____/____
SECURITY DEPOSIT PAID	# _____	\$ _____	____/____/____
NONREFUNDABLE PET FEE PAID	# _____	\$ _____	____/____/____
REFUNDABLE PET DEPOSIT PAID	# _____	\$ _____	____/____/____