

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	# _____	\$ _____	____/____/____