**Application/Lease File Checklist**

Applicant Name:

Unit Number:       Expected Move-In Date:

Market Rent:       Security Deposit:        Prorated Rent Amount:

Discount if any:       Other Deposit:        Prorated Other:

Discount Type:             Non-Refundable Pet Fee:        Other Charges if any:

Up Grade Charge:        Monthly Pet:        Other Monthly Fee:

Guest Card Completed………………………………. [ ]  Rental/Mortgage History Verified…………………. [ ]

Guest Card Entered in Yardi……………………….... [ ]  Electric Utility Verification Complete……………... [ ]

Application Signed………………………………….. [ ]  Gas Utility Verification Complete…………………. [ ]

Lead Based Paint Hazard Signed……………............ [ ]  Other Utility Verification Complete……………….. [ ]

Application Fee Received…………………………… [ ]  Manager’s Approval on Verification Form………... [ ]

Administrative Fee Received……………………….. [ ]  Make Ready Inspection Complete…………………. [ ]

Application Processed in Real ID…………………… [ ]  Keys Ready & Tested……………………………… [ ]

Eviction Check Received………………………….... [ ]  Lease & Addenda Prepared………………………… [ ]

Criminal Background Received…………………….. [ ]  Lease & Addenda Signed by All Parties…………... [ ]

Decision Made in Real ID………………………….. [ ]  Move-In Monies Collected………………………… [ ]

If Conditional Approval – Explain…………………. [ ]  Utilities Transferred……………………………….. [ ]

If Conditional Approval, Notes Entered in Yardi….. [ ]  ACH/Credit Card Payment Option Offered……….. [ ]

Decision Disclosed to Applicant…………………… [ ]  ACH/Credit Card Payment Option Accepted……… [ ]

Adverse Action Letter Sent………………………… [ ]  Recreation Permit(s) Issued & Recorded…………... [ ]

Real ID Documents Printed………………………… [ ]  Common Area Access Keys/Cards/Codes Issued…. [ ]

Employment Verified………………………………. [ ]  Asked New Resident for Referrals………………… [ ]

Assemble Lease File: All Documents to be two-hole punched and secured to left side of resident file folder. (Order is Back to Front)

 Guest Card

 Credit/Criminal/Eviction Reports

 Verification Documentation Lease & related addenda must be reviewed by the Property Manager PRIOR to

 Utility Transfer Form the documents being presented to the new resident for signature.

 Application Property Manager Review Completed:

 Verification Form Approved by Manager

 Move-In Inspection Form

 No Agency Addendum

 Administrative Fee Addendum

 Move-In Special Addendum (if any)

 Carport/Garage Addendum (if any)

 Laundry Equipment Addendum (if any) Lease File Assembled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Storage Addendum (if any)

 Satellite Addendum (if any)

 Cable Addendum (if any)

 Pet Addendum (if any)

 Electronic Key Addendum (if any)

 Liability Insurance Addendum

 Collection Addendum

 Marijuana Addendum

 Package Acceptance Addendum

 Grill Addendum

 Crime Free Addendum

 Resident Referral Addendum

 Recreation Permit Acknowledgement Form

 Pool Rules

 Fitness Center Addendum

 Bedbug Addendum

 Mold Addendum

 Utility Addendum

 Rent & Collection Policies Addendum

 Lead Based Paint Disclosure Addendum Once a new lease has been signed it will take the place in the file of the previous

 Community Policies lease agreement, so that the current lease is ALWAYS on the left side of the file

 Lease Agreement folder when one opens any resident file.