



**Move-in Checklist**

**TO ALL RESIDENTS:**

The following rules and regulations have been carefully considered by the Owners and Management, please read this and give us your full cooperation.

The following must be completed before move-in. **NO EXCEPTIONS!**

- Completed lease, and all other documentation must be signed and approved by the property manager.
- **Utility turn-on receipt must be presented at time keys are issued. If utilities are not in your name, keys will not be issued.**
- All Move-in monies must be paid.
- Keys can be picked up the morning of your move-in day. Any exceptions must be approved by the property manager.
- Upon move-in you will receive a move-in inventory form and a maintenance reminder to do list.

The comfort and convenience of all our residents is our primary concern. Any suggestions will be welcomed.

Thank you for your cooperation.

Date \_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_

**Resident Initials**

**Make Ready Process**

**\*Please note:** Upon move-in, these are the items that will be completed:

- Painting - a touch up or a full paint (owner's discretion)
- General Maintenance – Items will be repaired.
- Carpet Cleaning - Steam cleaning and pet defleaing, if necessary, will be completed.
- Cleaning – The entire unit will be professionally cleaned.

**Resident Requests:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**\*Please Note:** The unit will NOT be made brand new upon your move-in. We will do our best to correct any problems and make your unit enjoyable to live in. Please remember that in order to have something completed, other than the make ready process, it must be in the lease under special provisions.

Example: new carpet or a new fence. These items are not guaranteed unless agreed upon by the owner or the owner's representative.

Date \_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_

**Resident Initials**