

MANAGEMENT LEASING CHECK LIST

OWNER: _____ ADDRESS: _____ UNIT NO: _____

NEW TENANT NAME: _____

MOVE IN DATE: _____

- _____ Intent to Lease Received from Owner
- _____ Provided Riders to Lease to Owner
- _____ Fully Executed Real Estate Lease with Riders Received
- _____ Tenant Rules Acknowledgement Form Received
- _____ Tenant Contact Information and Emergency Contact Form Received
- _____ Owner's Forwarding Contact Information Received
- _____ Tenant's \$150 Move-in Fee Received
- _____ Reviewed Moving Procedures with Tenant and obtain \$100 elevator key deposit
- _____ Issued Move Permit and WO to Pad Elevator if necessary
- _____ Input Move and Inspections in Lotus Move Calendar and eStar Board Room Calendar
- _____ Inspections completed after move in (chargeback any damage to unit)
- _____ Vehicle Registration from new tenant completed (tenant receives parking permits)
- _____ New tenant phone number for entry intercom NEW PHONE NO. _____
- _____ Program intercom and receive new intercom code #
- _____ Give new owner last name to post office for mailbox