

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