

# Nexus

Resident File Move In/Out Check List  
 RealEstate Services, I.L.C. Property Name: \_\_\_\_\_ Leasing Agent Name: \_\_\_\_\_

NAME	APPLICATION DATE	APT #	I
NAME	MOVE IN DATE	LEASE TERMS	
NAME	MOVE OUT DATE		
INITIAL UPON COMPLETION	LEASING PROCESS	INITIAL UPON COMPLETION	MOVE-IN PROCESS
	Fill out guest card in Appfolio		<i>Prior to Move-in</i>
	Hold ID in office		Set up move-in day/time with future resident
	Have them complete application(s)		Maintenance to complete turn checklist
	Collect application fee (\$35 / application)		Create move-in packet
	Run application through RHR		Assign a garage stall for resident *IF APL.
	Once the report is complete verify with the office what the deposit shall be		Enter resident in directory *IF APL.
	Notify prospect of Non-Refundable Admin Fee (\$75) – Immediately prior to accepting hold fee		Create mail box label *IF APL.
	Collect hold fee (\$250 Pre Deposit fee)		Program FOB card *IF APL.
	Have them sign the Hold Fee Agreement		
	Update the Vacancy Page to Hold Status		
	Create a resident move-in form *Email a copy to the main office		<i>Move-in Day</i>
	Lease Signing – scan signed lease and ID into the resident's Appfolio page		Set up resident's electricity online *Gas IF APL.
			Have resident sign remaining paperwork
	Collect Admin Fee (\$75) - During lease signing..		Collect remaining payment due
	Update Vacancy Page to Leased Status & Convert Applicant to Tenant in Appfolio		Collect pet info & dog DNA sample *IF APL.
			Hand out keys, garage remote, fob and/or laundry card *IF APL.
INITIAL UPON COMPLETION	LEFT SIDE OF FILE - COPIES	INITIAL UPON COMPLETION	RIGHT SIDE OF FILE - COPIES
	Copy of ID		Guest Registration Card
	Application Fee (copy of payment)		Rental Application Form #6822
	Hold Fee (copy of payment)		Completed Application Report
	Admin Fee (copy of payment)		Administrative Fee Disclosure Form #4451
	Remaining Deposit (copy of payment)		Hold Fee Agreement Form #3584
	Pet Deposit *IF APL.		Lead Based Paint Disc. *IF APL. Form #8465
	1st month's rent (copy of payment)		Concessions Addendum *IF APL. Form #6594
	Resident File Move In/Out Check List Form #3689		Electric Hook Up Confirmation Page *Gas IF APL.
	Move-in Sheet Form #7631		Crime Free/Drug Free Addendum Form #7981
	Intent to Vacate Notice Form #4427		Pet Addendum *IF APL.
	Move-Out Sheet		
	Move-Out Tab on Existing Resident Form #763		Fitness Center Waiver *IF APL Form #5865
			Smoke Free Lease Addendum
			Resident Information Form #4561
			Garage Agreement Form #2068
INITIAL UPON COMPLETION	MOVE-OUT PROCESS		
	<i>When Notice is Received</i>		
	Send Move-Out Criteria Form #3298		
	Collect Forwarding Address		Key Acknowledgement Form #9507
	Add notice/move-out date in Appfolio & Vacancypg		
	<i>A Month Prior to Move-Out Date</i>		
	Schedule Painter, Carpet Cleaner, Cleaner, etc.		Move-in Inspection Form Form #2038
	<i>2-3 Weeks Prior Move-Out Date</i>		
	Schedule Pre Move-Out Walk Through to Check		Lease Agreement (Current on top)
	Apts Conditions and Perform Work		
	<i>1 Week Prior to Move-Out Date</i>		
	Schedule Final Walk Through Form #6893		
	Day of Move-Out - Preform Walk Through and note apartment's conditions on Move-Out Sheet		
	Existing Resident Form #2038		
	Take Photos of Conditions if Necessary		
	Collect Keys, Garage Remote, Fob and/or Laundry Card *IF APL.		
	<i>Following Move-Out</i>		
	Delete from Directory		
	Delete Fob Card *IF APL.		
	<i>1st of the Following Month</i>		
	Bad Debt: Send Resident to Collections *IF APL. (Under \$1000 file collections in RHR site) (Over \$1000 pursue conciliations court & RHR)		
	<i>1st of the Following Month - Create and e-mail Move-Out Form to the Main Office</i>		

Below the Lease Agreement include important communication between the resident & management as it occurs.

(i.e. lease violation notices, payment plans, pay or quits, renewal notices, special Move-Out Tab on Existing Resident Form #7631

requests/complaints, the responses given to  
the resident, etc.)