

Lease Process

1. Print this Lease Process.
2. Print 2 copies of the lease (8 pages each, 16 pages total).
3. Staple only one copy of the Lease (this will be the Duplicate for the Tenant).
4. Print 1 copy of the A/C Air Filter Change Agreement.
5. Print 1 copy of the TECO Authorization Agreement.
6. Print 1 copy of the Move In/Out Checklist.
7. Print 1 copy of the Welcome Home letter.
8. Check Tenant's ID to verify name & photo.
9. Tenant Initials bottom right of the Lease & the Duplicate (8 pages each, 16 pages total).
10. Tenant Signs the Lease.
11. Landlord / Representative Signs the Lease.
12. Tenant Prints Name, Signs, & Dates the Lease, acknowledging receipt of Duplicate.
13. Tenant Signs the Duplicate.
14. Landlord / Representative Signs the Duplicate.
15. Tenant Prints Name, Signs, & Dates the Duplicate, acknowledging receipt of Duplicate.
16. Tenant Reads & Signs the A/C Air Filter Change Agreement, filling in quantity & dates.
17. Tenant Reads & Signs the TECO Authorization Agreement, affixing a voided check.
18. Landlord / Representative receives the security deposit and first month's rent.
19. Tenant receives House Key (Unit #106), Garage (E) Key, Mailbox Key (#73), Garage (E) Remote, & Gate Card (#05585), as well as Duplicate Lease & Welcome Home Letter.
20. Tenant checks workability of all keys in their respective locks.
21. Tenant Completes & Signs the Move In/Out Checklist.