|  |  |  |
| --- | --- | --- |
| **Community Name:** SAMPLE**Resident Name:** SAMPLE | **Unit Number:** SAMPLE**Move-In Date:** SAMPLE |  |
| **All documents are required to be saved in the identified location.****The New Applicant Move-in Checklist should be the top page on the right side of the paper file.**

|  |  |  |
| --- | --- | --- |
| **1. Application**  | **Location** | **Admin Associate** |
| Application(s)  | **Yardi Attachment** |  |
| Holding Deposit Receipt and All Attachments (top page) | **Paper File (Left Side)** |  |
| Lease Term Rent Matrix | **Paper File (Left Side)** |  |
| \*\*Confirm Application Fee(s) and Hold Deposit Paid | **Paper File (Left Side)** |  |
| Transfer Request Form (if applicable) | **Paper File (Left Side)** |  |
| Animal Application and Required Forms (if applicable) | **Paper File (Left Side)** |  |
| \*Proof of Income | **Paper File (Left Side)** |  |
| **Meets Screening Guidelines and Qualifications (Y/N): \_\_\_\_\_\_** |  |
|  |  |  |
| **2. Notification to Applicant of Decision** | **Admin Associate** |
| **Date:**  **Time:**  **Method:** |  |
|  |  |  |
| **3. Move-In**  | **Location** | **Admin Associate** |
| Lease and all Applicable Addenda (Fully Executed) | **Yardi Attachment** |  |
| Proof of Renter’s Insurance (Declaration Page) | **Yardi Attachment** |  |
| Utility Account Numbers | **Yardi Memo** |  |
| Move-In/Move-Out Inspection (MIMO) (top page under checklist) | **Paper File (Right Side)** |  |
| \*Government Issued Photo ID(s) (18 years and over) | **Paper File (Right Side)** |  |
| \*\*Copy of Move-In Money Received  | **Paper File (Right Side)** |  |
| **Move in Paperwork Complete and Fully Signed**  |  |
|  |  |  |
| **4. Admin Associate Review** | **Admin Associate** |
| **Confirm all documents are saved in the designated location** |  |
| **All Documentation Received and Reviewed: Date: Signature: ­** |
|  |  |  |
| **5. Community Manager Approval** | **Community Manager** |
| **Confirm all documents are saved in the designated location** |  |
| **Confirm all PII is redacted in file and Yardi attachments** |  |
| **Review and Approve Move-In Documentation: Date: Signature: ­** |  |

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**\*All Personal Identifying Information (Date of Birth, SSN, Government Issued Photo ID Numbers, Bank Account**

**and Credit Card Numbers) must be redacted.**

**\*\*Make a copy of all application and move-in monies paid via certified funds or personal check. Redact the bank account information and place in the file. If electronic payment is received, no copy is required in the file.**

**Save printed correspondence (i.e. 3-Day Notices, legal notices, letters, etc.) on the right side of the paper file in chronological order with the most recent on top.**