|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: ­** | |  | | |  | |

**\*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.**