|  |  |
| --- | --- |
| **Community Name:** SAMPLE**Resident Name:** SAMPLE**Renewal Date:** SAMPLE | **Move-In Date:** SAMPLE**Unit Number:** SAMPLE |
| **All documents are required to be saved in the identified location with most recent renewal documentation on top. The renewal checklist should be the top page on the right side of the file.**

|  |  |  |
| --- | --- | --- |
| **Renewal Documents**  | **Location** | **Leasing Agent** |
| Resident Renewal Checklist | Paper File (Right Side) |  |
| Renewal Deviation Approval (if applicable) | Paper File (Right Side) |  |
| Renewal Offer Letter  | Paper File (Right Side) |  |
| \*Printed Correspondence in Chronological Order  | Paper File (Right Side) |  |
| Updated Proof of Renter’s Insurance (Declaration Page) | Yardi Attachments |  |
| Signed Renewal Lease Documents | Yardi Attachments |  |
| \*\*Lease Amendments (if applicable)  | Yardi Attachments |  |
|  |  |  |
| **Community Manager Review and Approval** | **Community Manager** |
| Confirm all documents are saved in the designated location |  |
| On-Site Review Complete |  |
| Yardi Review Complete |  |
| **Community Manager Review and Approval: Date: Signature:**  |  |

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**\*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.**

**\*\*Ensure resident names in Yardi match the renewal documents and confirm that all appropriate amendments have been executed.**