

# New Tenant Checklist- Quick Reference Sheet

Property Address: \_\_\_\_\_

Lease Term: \_\_\_\_\_

Move-in: \_\_\_\_\_

Rent: \_\_\_\_\_

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## **INFORMATION:**

	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Name(s):	_____	_____	_____	_____
Applic:	_____	_____	_____	_____
Cell:	_____	_____	_____	_____
Email:	_____	_____	_____	_____

## **BACKGROUND:** *(add dates)*

Credit:	_____	_____	_____	_____
Reference:	_____	_____	_____	_____
Cosign Cred:	_____	_____	_____	_____
Cosign Agmnt: (notarized)	_____	_____	_____	_____

## **FUNDS DUE:** *(add amount & dates)*

App. Fee:	_____	_____	_____	_____
1 <sup>st</sup> Month:	_____	_____	_____	_____
Security:	_____	_____	_____	_____

## **PAPERWORK:** *(add dates)*

Lease:	_____	_____	_____	_____
Addendum:	_____	_____	_____	_____
Cond. Rpt:	_____	_____	_____	_____

## **MISC:**

_____:	_____	_____	_____	_____
_____:	_____	_____	_____	_____