

## Mandatory Move-In Checklist (Work)

**Future Resident Name:** \_\_\_\_\_

**Move-In Date:** \_\_\_\_\_

- Application
- Screening Report
- Right ID
- Right Income
- Copy of ID & SS Card
- Paystubs / Bank Statements
- Rental Verification
- Security Deposit
- Welcome Letter
- Lease Signed
- Unit # \_\_\_\_\_
- Move-In Video Completed** (Video walkthrough uploaded)
- Gas Service Connected**  
Account # \_\_\_\_\_
- Electric Service Connected**  
Account # \_\_\_\_\_
- Renter's Insurance Showing Unit #
- Move-In Balance \$ \_\_\_\_\_

**Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_