STEP 3, 4 & 5

Checklist

Name _____ Date _____

Address _____

STEP 3

1) ____ Verify driver's license number and picture
2) ____ Verify social security number
3) ____ Landlord information complete
4) ____ Employment information complete
5) ____ Reference names and phone numbers complete
6) ____ Rental application signed and dated
7) ____ Credit application filled out completely
8) ____ Credit application signed and dated
9) ____ Credit monies received
10) ____ Employment verification signed and dated
11) ____ Cashflow form filled out
12) ____ Co-signer credit check completed, signed and dated
13) ____ Co-signer credit check monies received
14) ____ Co-signer cashflow filled out

Signature _____ Date _____

STEP 4

1) ____ Check rental history
2) ____ Check employment history
3) ____ Check personal references
4) ____ Check credit
5) ____ Check cashflow
6) ____ Check bank account verification
7) ____ Run criminal background check

Signature _____ Date _____

STEP 5

1) ____ Rules and regulations initialed and signed
2) ____ Fire extinguisher use and maintenance reviewed
3) ____ Smoke alarm use and maintenance reviewed
4) ____ Tenant given lead based paint pamphlet
5) ____ Lead based paint form signed and dated
6) ____ Property condition form signed and dated
7) ____ Additional/missed information verified
8) ____ Information contact, form received
9) ____ Utilities transferred

   a) gas
   b) electric
   c) water
   d) sewer
   e) garbage
   f) other

10) ____ Explained property workings
   a) ____ individual water shut offs
   b) ____ main water shut offs
   c) ____ all gas shut offs
   d) ____ furnace filter change
   e) ____ appliances
   f) ____ all others

11) ____ All lease items reviewed
12) ____ Lease initialed, signed & dated
13) ____ Pet addendum signed & dated
14) ____ Co-signer agreement signe & dated
15) ____ Copies of photo ID/SS# collected
16) ____ All monies received
17) ____ Celebrate!

Signature _____ Date _____

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