

# SAMPLE MOVE-IN CHECKLIST

Unit No.: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

Tenant Names: 1. \_\_\_\_\_ Over 18 Yes  No

2. \_\_\_\_\_ Over 18 Yes  No

3. \_\_\_\_\_ Over 18 Yes  No

4. \_\_\_\_\_ Over 18 Yes  No

5. \_\_\_\_\_ Over 18 Yes  No

DOCUMENTS AND PROCESSES FOR MOVE-IN	1	2	3	4	5	✓	Int.
Original Application <i>(dated and signed by applicant, time and date stamped upon receipt)</i>							
Applicant Interview							
Home Visit <i>(if applicable and IAW Tenant Selection Plan)</i>							
Personal References							
Landlord References							
Credit Check							
Age Verification							
Ethnicity and Racial Data Form <i>(HUD 27061-H)</i>							
Social Security Number Verifications							
Supplement to Application for Federally Assisted Housing <i>(HUD-92006)</i>							
Citizen Declaration Form							
Domestic Violence Certification <i>(VAWA)</i>							
EIV Reports							
Evidence of Criminal, Drug and Sex Offender Background Checks							
Verification of Disability <i>(HUD-90102 or HUD-90103)</i>							
Reasonable Accommodations Request <i>(if applicable)</i>							
Student Status Verification							
Release of Information <i>(HUD-9887/9887A)</i>							
Cert. of Domestic Violence, Dating Violence or Stalking <i>(HUD-91006)</i>							
Consent Forms to Verify Income							
Consent Forms to Verify Assets							
Consent Forms to Verify Deductions <i>(e.g. medical, child care)</i>							
Divestiture of Assets							
EIV Existing Tenant Search							
Verification of Income							
Verification of Assets							
Verification of Deductions							
Lease and Attachments <i>(e.g. Pet Rules, House Rules, Live-In Aide)</i>							
Form HUD-50059 and Privacy Disclosure <i>(part of HUD-50059)</i>							
Initial Notice to Recertify							
Lead Paint Disclosure Form							
Protect Your Family from Lead in Your Home Brochure							
Move-In Inspection Form							
Security Deposit Collected							

Pet Deposit Collected <i>(not for assistive animals)</i>								
Gather Emergency Contact Information								
HUD Tenant/Income Fact Sheet								
Update Property Waiting List								
EIV & You Brochure								
Resident's Rights and Responsibilities Brochure								
Submit Move-in to TRACS								
<b>DOCUMENTS AND PROCESSES FOR MOVE-IN</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>✓</b>	<b>Int.</b>	
Explain Heating/Cooling Systems and Common Area Lights								
Explain Laundry Room Facilities Policy								
Review House Rules with Tenants								
Explain Non-Smoking Rules <i>(if applicable)</i>								
Explain Maintenance Request Process								
Explain Security System and Policies								
Explain Rent Payment Procedures								
Explain Tenant Guest Policy								
Explain Change in Income Rules								
Explain Change in Household Composition Rules								
Explain Trash Disposal Policy								
Identify Location of Fire Extinguishers and Fire Alarms								
Discuss Resident Service Coordination Availability <i>(if applicable)</i>								
Identify Smoke Detector Location and Laws Prohibiting Tampering								
Explain Common Area Use and Policies								
Explain Parking Policy								
Explain Call-to-Aid System <i>(if applicable)</i>								
Explain Office Hours and Emergency Contact Procedures								
Provide Tenant with Keys								
Update Tenant Name on Mailbox								

**COMMENTS, NOTATIONS AND SPECIAL INSTRUCTIONS:**

**SIGNATURES:**

Resident 1: \_\_\_\_\_ Date: \_\_\_\_\_

Resident 2: \_\_\_\_\_ Date: \_\_\_\_\_

Resident 3: \_\_\_\_\_ Date: \_\_\_\_\_

Resident 4: \_\_\_\_\_ Date: \_\_\_\_\_

Resident 5: \_\_\_\_\_ Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_