

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							
DOCUMENTS AND PROCESSES FOR MOVE-IN	1	2	3	4	5	✓	Int.
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: _____