

Outside Agent Check List

AGENT: _____

ADDRESS: _____

USE BLUE INK ONLY

Order of Completion:

- Tenant Contact Information Sheet
- Move-In Check List/Make Ready Process
- Leasing Voucher
- TAR Residential Lease Contract
- Addendum B (include in special provisions)
- Bed Bug Addendum
- Lead disclosure form (if applicable)
- Pet Policy
- Pet Agreement
- Resident Qualification Policy
- Rental Application
- Credit Reports
- Guaranty of Lease (Co-signer)
- Deposit Hold Agreement
- Information About Brokerage Services
- Release of Information (for utilities)
- HOA Rules and Regulations (if applicable)

Need Utility Receipt **OR** Utility Receipt Attached

Reminders:

- All pages initialed and signed
- Any promises made to resident must be noted below
- Page 15 of lease (check off) (signatures) (dates) etc.
- Copy of lease
- Get a copy of each tenants driver's license
- Get a copy of Student ID

UTILITIES INCLUDED

<input type="checkbox"/> Water	<input type="checkbox"/> Washer and Dryer included
<input type="checkbox"/> Sewer	<input type="checkbox"/> _____
<input type="checkbox"/> Garbage	<input type="checkbox"/> _____
<input type="checkbox"/> Gas	<input type="checkbox"/> _____
<input type="checkbox"/> Hot Water	<input type="checkbox"/> _____
<input type="checkbox"/> Pest Control	
<input type="checkbox"/> Lawn Care	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

Summary

Lease Terms and Money

Move-In _____

Move-Out _____

Rent _____

Security Deposit _____

Pet Deposit _____

Pet Rent _____

Move-In Rent _____

Other money owed _____

Other money owed _____

Other money owed _____

Other money owed _____

Credit Check names:

1. _____

2. _____

1. _____

2. _____

1. _____

2. _____

1. _____

2. _____

Other: _____

***Please check off when completed & use a slash when not applicable.
*All paperwork must be completed and approved before move-in.**