

New Tenant Move In Form

To be completed by Agents for a new move in

Unit # _____ Location _____

Has the past tenant moved out? _____ Walk Thru completed – Date: _____
If not, when? _____

New Tenant's name _____ Phone number _____

Renting Agent's name _____ Phone number _____

Expected Move in Date: _____

What needs to be done?

Inventory completed: _____ Date done: _____ By: _____

Readings: Water: _____ Electric: _____

Telephone Service: What is the arrangement? _____

Cable/Internet Service: What is the arrangement? Tenant resp. _____ LL resp. _____

Maintenance Issues: Yes No List given to: _____ Date: _____
Date needed for completion: _____

Cleaning needed: Yes No Arrangement made by: _____
Date to be done: _____
Who is doing the cleaning: _____

Any other items needed for completion prior to move in, please note & give dates for completion & by whom:

Walk through Date with new tenant & renting agent

Copies given to: Susan K – Listing agent and Renting Agent after completion by Renting Agent