

MOVE-IN MOVE-OUT CHECKLIST FOR: _____

What to do when applying for a lease:

- ☐ Supply a completed Rental Application. Please note that the property has a "NO SMOKING" RESTRICTION. Among other things, this application gives us permission to generate a credit report. This form is on our website (<http://www.thehollyhockcompany.com>).
- ☐ Supply copies of the most current W-2's (or Form 1040's) and/or the last two paycheck stubs for all wage earners included in the lease. You only need to document gross monthly income from all parties equal to or greater than three (3) times the monthly rental amount.
- ☐ Supply COLOR copies of your driver's license(s) for all persons included in the lease who have them.
- ☐ Make sure that the Rental Application lists ALL individuals who will reside at the property, including any minors
- ☐ Online Checks: (1) pbcountyclerk.com (2) pbso.org (3) fdle.com (4) allfloridacounties.com (5) pbcgov.com/tax (6) www.co.palm-beach.fl.us/Propapp (7) atshome.com (credit check) (8) <http://pas.fdle.state.fl.us/pas/pashome.a> (FL wanted persons)
- ☐ Supply a \$35 credit application fee (the credit application fee is nonrefundable).
- ☐ Upon approval for a lease (☐ credit check, ☐ income check), a blank lease will be given to you for your signature(s) and notary signature.

Once your lease has been approved and signed:

- ☐ FIRST MONTH
- ☐ LAST MONTH
- ☐ SECURITY DEPOSIT
- ☐ OTHER PAYMENTS (\$35 Application?)
- ☐ Keys (and garage door openers, if any) will be tested and supplied during the Landlord/Tenant walk-through. Number of door keys given: _____
- ☐ Number of garage door openers given: _____
- ☐ Number of mailbox keys given: _____
- ☐ Number of special keys (Ex: pool) given: _____
- ☐ Water Meter Reading @ Move-in: _____
- ☐ The location of the PLUMBER'S SHUTOFF VALVE will be shown in addition to the water meter shutoff; Shutoff value speech.
- ☐ GFI Review Procedure
- ☐ Landlord will review A/C condensate line problems and how to handle them
- ☐ The walk-through will give the parties a chance to complete and sign the move in section of the MOVE-IN/MOVE-OUT form.
- ☐ Once MOVE-IN/MOVE-OUT form is complete, copy is mailed to tenant.

- ☐ Landlord will TURN ON HOT WATER HEATER, remove key lockbox, collect all air fresheners and other items belonging to landlord in the unit
- ☐ Please make sure that all of your utilities are set for TURN ON as of LEASE START DATE
- ☐ Landlord will schedule TURN OFF of: ☐ electricity, ☐ water and ☐ security (if any) as of LEASE START DATE
- ☐ Landlord to place name/address entry into iPhone
- ☐ Verify operation of GARBAGE DISPOSAL w/tenant
- ☐ Send MONSTER EMAIL to tenant
- ☐ WEBSITE UPDATED; Delist ZILLOW; Remove sign.

Lease Renewal:

- ☐ Home inspection.
- ☐ Garbage Fee for prior year.
- ☐ New lease prepared with increase, signed and notarized.

When you are ready to MOVE OUT:

- ☐ The tenant will cause the cable television and alarm monitoring companies (if any) to cease services on the last day of the lease (or before), or move out day, whichever is sooner. Also, if the master code for any alarm has been changed, the tenant will notify landlord of the new code.
- ☐ The tenant will notify landlord of cut-off dates for the electricity and water services (and any other utilities)
- ☐ Landlord to schedule TURN ON of:
 - ☐ electricity
 - ☐ water
 - ☐ security (if any) as of LEASE END DATE
- ☐ The keys and garage door openers will be tested and returned to the Landlord during the Landlord/Tenant walk-through. Number of keys returned: _____ Number of garage door openers returned: _____
- ☐ Tenant to supply Landlord with new tenant address
- ☐ The walk-through will give the parties a chance to complete and sign the move out section of the MOVE-IN/MOVE-OUT form (MOVE-OUT SECTION).
- ☐ TURN OFF HOT WATER HEATER
- ☐ A copy of MOVE-IN/MOVE-OUT form will be made by landlord and returned to tenant at new tenant address.
- ☐ **INTENTION TO IMPOSE CLAIM ON SECURITY DEPOSIT**
- ☐ Lease Audit Statement sent to tenant. Mistakes and corrections made at this time.
- ☐ Signed Lease Audit Statement returned to landlord
- ☐ Final payment to tenant (or from tenant) processed
- ☐ Entire lease package sent to files (folder is now ready for next tenant); see list below for file contents.
- ☐ Landlord places key lockbox on property for vendor access
- ☐ WEBSITE UPDATED

Closed Lease file contents:

- ☐ This MOVE-IN/MOVE-OUT Checklist (completed)
- ☐ Rental Application
- ☐ Credit Report
- ☐ Proof of Income/W2/paychecks
- ☐ Move In/Move Out Form
- ☐ Signed Lease(s)
- ☐ Interim Audit Statements (if any)
- ☐ Final Audit Statement (signed by all parties)
- ☐ Other items (emails, correspondence, etc.)