

## Property Managers - Tenant Check Off Sheet

*Name of applicant:* \_\_\_\_\_

- |            |                                                                                                         |                          |
|------------|---------------------------------------------------------------------------------------------------------|--------------------------|
| <b>1.)</b> | <b>Rental Application</b>                                                                               | <input type="checkbox"/> |
|            | a.)Completed in Full and Signed                                                                         | <input type="checkbox"/> |
|            | b.)Make a check payable to spudstaterentals.com<br>for \$15.00 processing fee ( <b>non-refundable</b> ) | <input type="checkbox"/> |

|                      |                      |                          |
|----------------------|----------------------|--------------------------|
| <b>Manager will:</b> | perform credit check | <input type="checkbox"/> |
|                      | call on references   | <input type="checkbox"/> |

**2.) Rental Agreement**

**3.) Tenant Behavior Form**

**4.) Pet Policy Form (If allowed)**   
 Pet Application to Tenant    Date:\_\_\_\_\_    Returned Date:\_\_\_\_\_

**5.) Before move in- Pre Lease Inspection Form**

**6.) Security deposit receipt**   
How much collected?

**1978 or older Property VERY IMPORTANT!!!!!!!!!!!!!!!!!!!!!!**

|                                                             |                             |
|-------------------------------------------------------------|-----------------------------|
|                                                             | Tenant Initial upon receipt |
| <b>7.) Lead Base Paint Booklet (1978 Property or older)</b> | <input type="checkbox"/>    |
| <b>8.) Lead base Paint Disclosure</b>                       | <input type="checkbox"/>    |

**9.) Moving Out- Post Lease Inspection Form**

**10.) Security Deposit Returned**   
Amount returned