

New Tenant(s) Move-In Checklist

Post Office Box 3462, Shell Beach, CA 93448

(Phone: 805/610-3949)

Tenants: _____ **Address:** _____

Resident has received and/or completed:

1. ___ Holding or Security Deposit Receipt
2. ___ Application Addendum (Short Form Application)
3. ___ Rental Application (Long Form and/or Co-singer)
4. ___ Copy Of License (For each tenant over 17 years of age)
5. ___ Copy of Pay Stub (For each tenant)
6. ___ Background Screening
7. ___ Roommate Security Deposit Addendum
8. ___ Lead Disclosure Form
9. ___ Mold Addendum Form
10. ___ Garage/Storage Rental Agreement
11. ___ Parking Application & Agreement
12. ___ Our House Rules
13. ___ Receipt for Keys & Smoke Alarms
14. ___ Move-In Information
15. ___ Receive Your Full Deposit Back
16. ___ Property Condition (Move - In & Out) Checklist
17. ___ Maintenance/Repair Request Forms
18. ___ The Rental Agreement
19. ___ Tenant(s) Move-In Letter
20. ___ Resident Home Care Manual: Appliances, Garbage Disposal, Drains, Toilet, Carpet & etc.

(Also check web site: [DoubleHeart.org](http://www.DoubleHeart.org))