

# New Tenant(s) Move-In Checklist

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Tenants: \_\_\_\_\_

Address: \_\_\_\_\_ *Shell Beach, CA 93448*

Resident has received and/or completed:

1. \_\_\_ Contact Info & Holding or Security Deposit Receipt
2. \_\_\_ Pre-Application Addendum (Short Form Application)
3. \_\_\_ Rental Applications (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 (All Adults over 17 yrs of age)
7. \_\_\_ Roommate Security Deposit Addendum
8. \_\_\_ Lead-Free Paint Disclosure Form
9. \_\_\_ Mold Control Addendum Form
10. \_\_\_ Pest Control Addendum Form
11. \_\_\_ Tenant(s) House Rules Addendum
12. \_\_\_ Keys & Smoke Alarms Addendum
13. \_\_\_ Adm, Equip & Prop Addendum & (Maint/Repair Request Form)
14. \_\_\_ Vehicle Parking Registration
15. \_\_\_ Carport/Storage Rental Agreement
16. \_\_\_ Receive Your Full Deposit Back
17. \_\_\_ Property Condition (Move-In/Out) Ck-list
18. \_\_\_ Move-In & Area Information
19. \_\_\_ New Tenant(s) Move-In Letter
20. \_\_\_ Tenant Manual-Home Care: (Appliances, Flooring, Plumbing, etc.) Web-site info/care: [DoubleHeart.Org](http://DoubleHeart.Org)
21. \_\_\_ The Shell Beach Rental Agreement

