



Lighthouse Management Firm

Move in Checklist

Location

Tenant Name _____ Date: _____ Time: _____

Address _____
Street City Zip Code

Tenant Packet

- | | |
|--|--|
| <input type="checkbox"/> Copy of Lease | <input type="checkbox"/> Utility Information Sheet |
| <input type="checkbox"/> Copy of Lead Based Paint Disclosure (if needed) | <input type="checkbox"/> Property Contact Sheet |
| <input type="checkbox"/> Broker Disclosure to Tenant | |

Payments

Security Deposit \$ _____ First Month's Rent \$ _____ Pet Deposit \$ _____

Utility Transfers

Electric Gas Water Sewer

Transferred By: _____ Date: _____

Keys Provided With Property

- | | |
|--|-------------------------------------|
| ___ Entry Gate (key/card) circle one | ___ Garage Side Door Key |
| ___ Building Entry (key/card) circle one | ___ Pool |
| ___ Front Door Keys | ___ Clubhouse (key/card) circle one |
| ___ Back Side Door | ___ Mail Key |
| ___ Garage Door Opener | ___ Fence/Gate Key |

By signing below I understand that the keys listed above were provided on move in day and that any keys not returned at the time of the lease termination will be subject to a fine of \$5.00 per standard key and the cost of replacement for specialty keys and openers with an additional \$20.00 for duplication.

Tenant (Print Name)

Tenant (Signature)