Lander1 Property Management
-Broker Owned-

New Tenant Checklist

Tenant(s): _____ Address: _____

Lease

- Note exceptions, if any (e.g. pets)
- Lease expires at end of month regardless of start date
- Landlord not responsible for damage to Tenant's personal property. Tenant is advised to get renter's insurance

Inspection Checklist

- Please complete and return a copy of this checklist at your earliest convenience
- It is for your protection. Please record any pre-existing conditions
- Also use it as a guideline for the condition we expect the property to be in when you leave

Disclosures

- LBP Disclosure and Protect Your Family From Lead in Your Home pamphlet
- Radon Disclosure and Radon Guide for Tenants brochure
- Flood Disclosure

Utilities

- List of Utility Company Phone Numbers. Please be sure to transfer electric, gas and water service to your name as of _____. (very important).

Parking, Garbage pick-up (Wednesday)

Calculation Of Total Monies Due

$_____ divided by ___ = _____ x ___= $_____+ $_____+ $_____ + $_____ = $_____

Rent | Days in month | Per diam | Day to be occupied | Prorated rent | Security Deposit | Pet Fee | Other: | Total Due

At expiration of lease security deposit refund should be made to _____
Provide address if other than tenant

Keys, etc Tenant acknowledges receipt of _____(#) house keys and _____(#) garage door remotes

Maintenance Procedure

Will rent be paid by check or Venmo? (If by check, payment envelopes will be provided. If paid via Venmo.com, send to: Karen Stailey-Lander@Lander1_Property_Management

Note Washer & Dryer in this property belong to _____**Owners** _____**Tenant**

These items were discussed with me and I understand my responsibilities pertaining to them.

_____ _____
Tenant Date Tenant Date

_____ _____
Tenant Date Tenant Date