

RENTAL APPLICATION & MOVE-IN CHECKLIST

PART 1: TENANT APPLICATION

Property Address: _____

APPLICANT DETAILS

- Full Name: _____
- Phone: _____ Email: _____
- ID/Passport No: _____ Date of Birth: _____

RESIDENTIAL HISTORY

- Current Address: _____
- Current Landlord Name: _____ Phone: _____
- Reason for Moving: _____

EMPLOYMENT & INCOME

- Employer: _____ Job Title: _____
- Monthly Income: \$ _____ Supervisor Phone: _____

DECLARATIONS

- Do you have pets? ☐ Yes ☐ No (If yes, breed/size: _____)
- Do you smoke? ☐ Yes ☐ No
- Have you ever been evicted? ☐ Yes ☐ No

PART 2: MOVE-IN CHECKLIST (FOR LANDLORD & TENANT)

To be completed on the day keys are handed over.

Task / Item	Status	Date Completed
Security Deposit Received	☐	
First Month's Rent Received	☐	

Task / Item	Status	Date Completed
Lease Agreement Signed	☐	
Proof of Renter's Insurance	☐	
Utilities Transferred (Electric/Water)	☐	
Keys Handed Over (Front/Back/Mail)	☐	
Unit Condition Inspection Done	☐	

Landlord Signature: _____ Date: _____

Tenant Signature: _____ Date: _____