

# Tenant Move In Checklist: First Week Setup

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Property and lease

MOVE-IN DATE

LEASE START DATE

PROPERTY ADDRESS

UNIT OR APARTMENT NUMBER

TENANT NAME(S)

LANDLORD OR MANAGER

LEASE TYPE

UTILITIES THE TENANT PAYS

RENTER INSURANCE IN THE LEASE

CONTACTS AND ACCOUNT NOTES

HOUSING TYPE

OFFICE OR EMERGENCY PHONE

RENT DUE DAY

YEAR BUILT, IF KNOWN

| Lease packet                                               |                          |                          |                          |       |  |
|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|--|
| Item                                                       | Done                     | Skip                     | N/A                      | Notes |  |
| Lease term, renewal, and end date read                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Manager or owner contact saved                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Rent, utilities, deposit, late fees, and other fees listed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Repair duty and entry notice understood                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Security deposit receipt or lease clause kept              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Lead pamphlet and disclosure if the home is pre-1978       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Parking, pet, house rules, and other addenda attached      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| Signed lease copy stored with your records                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |
| How and where to pay rent confirmed                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |

| Utilities and accounts                  |                          |                          |                          |       |  |
|-----------------------------------------|--------------------------|--------------------------|--------------------------|-------|--|
| Item                                    | Done                     | Skip                     | N/A                      | Notes |  |
| Lease checked for who pays each service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |  |

|                                                           |                          |                          |                          |       |
|-----------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Electric account started or confirmed landlord-paid       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Gas or other heat fuel started or confirmed landlord-paid | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Water, sewer, and trash started or confirmed              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Internet or required building service scheduled           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Readable meter numbers or start readings recorded         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Start-service confirmation numbers saved                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Prior-address utilities closed or transferred             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

## Renter insurance

| Item                                                           | Done                     | Skip                     | N/A                      | Notes |
|----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Lease insurance minimum and proof rule read                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Policy started or the old policy updated to this address       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Belongings, liability, and extra living-cost coverage reviewed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Flood and earthquake gaps understood                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Proof of insurance sent if the lease requires it               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Policy number, agent, and claim phone stored with the lease    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Photos of your own belongings started for a future claim       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

## Keys, mailbox, and access

| Item                                                    | Done                     | Skip                     | N/A                      | Notes |
|---------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Unit keys or fobs work in every issued lock             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Count of keys, fobs, and remotes written down           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Mailbox key or cluster-box code works                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Building, gate, garage, and amenity access tested       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Parking stall, permit, or street-parking rule confirmed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Gate, alarm, or lockbox codes received and stored       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Lock-change and extra-key rule read in the lease        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Lost-key or fob fee noted from the lease                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

## Condition photos and written notice

| Item                                                 | Done                     | Skip                     | N/A                      | Notes |
|------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Walk-through offered with the landlord or manager    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Date-stamped photos or video taken before you unpack | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Existing damage listed in writing                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

|                                                       |                          |                          |                          |       |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Photos and notes sent by a traceable method           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Promised repairs requested in writing                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Signed condition checklist copy kept, if one was used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Photo backup stored off the phone                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### First-week safety

| Item                                                                             | Done                     | Skip                     | N/A                      | Notes |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Smoke alarms found and test button used                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Carbon monoxide alarm present if fuel appliances or an attached garage apply     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Two ways out of each bedroom and a meeting place picked                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Everyone in the household knows how to call 911                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Space heaters and things that burn kept 3 feet from anything that can catch fire | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Breaker panel and main water shutoff located                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Building or unit fire extinguisher location known                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Missing or dead alarms reported in writing                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Mail and address changes

| Item                                                                         | Done                     | Skip                     | N/A                      | Notes |
|------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| USPS change of address filed on the official site or at a Post Office        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| No third-party address-change site paid                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| First mail delivery or package locker confirmed                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Banks, cards, employer, and insurer given the new address                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Medical offices and recurring subscriptions updated                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Driver license, vehicle, and voter records updated if your state requires it | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Federal benefits or tax address updated if you use those services            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### First-week living setup

| Item                                                 | Done                     | Skip                     | N/A                      | Notes |
|------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Trash, recycling, and bulk-item rules saved          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| How to file a maintenance request confirmed          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Quiet hours, guests, smoking, and laundry rules read | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| First rent payment scheduled or receipt saved        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Tenant-upkeep items from the lease noted             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

|                                                                     |                          |                          |                          |       |
|---------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Flashlight placed where you can find it in the dark                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Office hours, parcel locker, and after-hours contact saved          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Shared-entry neighbors or building directory checked if you want to | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Open items and sign-off**

STILL OPEN THIS WEEK

ACTION

TENANT SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.