

Welcome to Your New Home: Move In Checklist

Complete the Move-In Inspection

- ☐ Take photos and videos to capture walls, floors, ceilings, doors, windows, appliances, & cabinets
- ☐ Complete the Inventory Condition Form within 7 days
- ☐ Test all appliances, fixtures, & mailbox keys

Know the Basics

- ☐ Locate water shut-off valve; purchase a water meter key
- ☐ Purchase a fire extinguisher; if not already provided
- ☐ Find breaker panel or fuse box
- ☐ Learn how to reset GFCI outlets
- ☐ Submit all maintenance requests through the Tenant Portal
- ☐ Notify landlord of any contact information changes

Tenant Maintenance Duties

- ☐ Change HVAC filter monthly
- ☐ Maintain smoke detectors at all times
- ☐ Replace all bulbs & batteries
- ☐ Keep drains clear of grease, hair, and debris
- ☐ Keep unit clean and sanitary
- ☐ Nothing other than toilet paper can be flushed down the toilet, including “flushable” wipes.
- ☐ Water lawn, if applicable
- ☐ Protect pipes from freezing (during cold weather)

Landlord can fix issues and bill you if you fail to complete routine maintenance

RENTER'S INSURANCE IS REQUIRED

- ☐ Purchase renter's insurance immediately to include a general liability policy
- ☐ Maintain coverage for entire lease term
- ☐ Upload Certificate of Insurance to the Tenant Portal
- ☐ Notify landlord of any contact information changes

Landlord's insurance does NOT cover your belongings