



TENANTS MOVE-IN RECAP:

1. Fill out Application Form:

- A) \$40.00 application fee
- B) Drivers License required

2. Lease and all paperwork signed by all applicants:

- A) First months rent due
- B) Security Deposit paid

3. Keys and Passes issued:

4. Tenant given Package for future references:

- A) Copy of lease and all paperwork
- B) Move-in inspection sheet
- C) Maintenance request form
- D) Tenant Handbook

5. Rent is DUE First Day of the Month:

- E) Late fee of 5% after first of month and 5 Dollars a Day
- F) Third of month a 3 day notice for demand of payment is served (tenants charged \$20.00
- G) Return check fee of \$40.00