PROPERTELLIGENT

Tenant Move-In Checklist

Property / unit: _____ Review date: _____

- [ ] Confirm property repairs and cleaning are complete

- [ ] Organize signed lease and relevant tenancy records

- [ ] Record room-by-room condition and dated photographs

- [ ] Invite tenant observations and retain the agreed record

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- [ ] Inventory keys, remotes and access instructions

- [ ] Record relevant meter readings and utility arrangements

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- [ ] Explain how to report routine and urgent maintenance

- [ ] Save handover date and outstanding follow-up items

General organizational guidance, not legal, financial or tax advice. Rules vary by state and locality.

Check current requirements with qualified advisers. This checklist does not guarantee compliance.

Notes / owner / next review: _____