



## MOVE-IN CHECKLIST

Moving into a new home marks an exciting new season, but it does come with unique challenges and responsibilities. Whether you're a new tenant looking for some pointers or you're getting ready to leave your rental home, we've created the checklists below to answer the questions we hear from our tenants most frequently.

If you still have questions after reading through the details below, give us a call: (817) 200-7982

### 1) Lease Signing

You will receive your lease via DocuSign in your email for electronic signature. You may make arrangements with the office to sign a paper copy of the lease. Please sign within 24 hours of receiving the lease, or we might withdraw our lease offer and extend it to the next approved applicant.

### 2) Security Deposit

Your Security Deposit is due on the next business day for us to remove the property from market and reject all other applicants. Your deposit amount may vary depending on your application scoring outcome, but is usually one month's rent. You may pay the Deposit at participating stores like Walmart and Kroger, or in the form of Cashier's Check or Money Order, made out to Green Light Property Management.

### 3) First Month's Rent & Applicable Fees

Prior to your move-in, your First Month's rent, and any other applicable fees (e.g. Pet Fees, Resident Benefits Package, Utilities fee) will be due. You may pay at participating stores like Walmart and Kroger, or in the form of Cashier's Check or Money Order, made out to Green Light Property Management.

### 4) Utilities & Renter's Insurance

Please send us this Utilities Verification Form filled out prior to your move-in date. If you opted out of the Renter's Insurance portion of the Resident Benefits Package, you will need to provide proof of your Renter's Insurance as well.

### 5) Move-in Inspection

Prior to your move-in we will perform a detailed move-in inspection, documenting the condition of the property with a set of pictures and notes.

### 6) Keys, Move-in & Optional Property Condition Report

After we receive of all the above (no exceptions), we will release the keys to you on your move-in date. Please schedule an appointment to pick up keys at the office.

Within 3 days after your move-in, you may submit a Property Condition Form to take note of any imperfections of the property you don't want to be held responsible for.

For your convenience, we offer an optional feature of gaining access to your home without having to check out keys from our office. For an optional additional charge of \$25.00 (paid with your first month's rent prior to move-in) you will be provided the lockbox code to access the keys on your move-in date. Please contact us if you'd like to request this service.