

Rental Checklist

Initial Forms

- Rental Application
 - Collect Application Fee
 - Credit Check

Setting Up a New Lease

- Lease Agreement
- Inventory Checklist
- Lead Disclosure
- Lead Brochure
- Acknowledgment Form
- Automatic Debit Authorization

Move-Out Procedures

- Send Termination Letter
- Inspect Premises and record all damages on Inventory Checklist.
- Send Move-Out Form (not required if Tenant fails to provide forwarding address)
 - Detail all credits/charges.
 - Include a copy of final Inventory Checklist
 - Include check for any refund owed to Tenant.
 - Send to forwarding address with delivery confirmation.
 - Must be sent ***within 30 days*** of termination of Lease Agreement.
- If necessary, proceed with small claims or district court action to collect damages

Eviction Procedures

- See Non-Payment Flowchart
- See Health Hazard/Damage to Property Flowchart.
- See Unlawful Drug Activity Flowchart
- See Failure to Vacate Flowchart