

Note: Please complete and return this sheet with the attached packet.

SALE/LEASE (circle one)

Unit: _____

Date: _____

Owner Name _____ Contact# _____

Realtor Name _____ Contact# _____

Attorney Name _____ Contact# _____

Move Out Date _____ Closing Date _____

Incoming Owner/Lessee Name _____

Contact# _____

Move In Date _____

Helpful Checklist

(date and initial entries are for Management Office Use only)

Lease

- Credit Check (date) _____ (initial) _____
- Copy of a Signed Lease (date) _____ (initial) _____
- Resident Info Sheet (date) _____ (initial) _____
- Acknowledgement (date) _____ (initial) _____
- Elevator Deposit (\$250) (date) _____ (initial) _____ *Refundable
- Move-In Fee (\$100) (date) _____ (initial) _____ *Non-Refundable
- Move-Out Fee (\$100) (date) _____ (initial) _____ *Non-Refundable
- Photo ID (in person) (date) _____ (initial) _____
- Welcome Packet (date) _____ (initial) _____

Sale

- Notice of Intention to Sell (sect.1) (date) _____ (initial) _____
- Resident Info w/Acknowledgement (date) _____ (initial) _____
- Paid Assessment Letter Sent (date) _____ (initial) _____
- Proof of Closing (RESPA) (date) _____ (initial) _____
- Move Deposit (\$250) (date) _____ (initial) _____ *Refundable
- Admin. Fee (\$300) (date) _____ (initial) _____ *Non-Refundable
- Move-In Fee (\$100) (date) _____ (initial) _____ *Non-Refundable
- Move-Out Fee (\$100) (date) _____ (initial) _____ *Non-Refundable
- Insurance Certificate (date) _____ (initial) _____
- Welcome Packet (date) _____ (initial) _____