

New Resident Briefing Checklist

Unit Number

HOUSEHOLD NAME

Management has discussed all of the checked items below with each resident on the lease at the time of move-in.

Terms of Lease

- Lease starting date.
- Lease ending date.
- Automatic renewal of lease (if applicable)
- Required 30 day written notice by tenant prior to moving out of unit.
- Unit size and family composition
- Transfer request
- Guest policy
- Request for Accommodation
- Pet Policy

Annual/Interim Recertifications

- Annual recertification for changes in income, family composition, and circumstances. Tenant will be notified. Rent will be adjusted accordingly.
- Failure to recertify may result in raising rent to market rent, full contract rent, or 110% of BMIR rent, and/or terminating assistance.
- Between annual recertifications, reporting required when the household composition changes, or there is a change in employment status or income increases of \$200 or more per month.
- A unit transfer may result from changes in household composition. The tenant must move within 30 days or pay market rent, full contract rent, or 110% of BMIR rent.

Rent

- Tenant rent amount.
- Rent due date.
- Late fees.
- Change in rent if the family circumstances change.

Security Deposit

- Security deposit amount.
- Security deposit due date.
- The security deposit is refundable within 30 days at move-out.
- Removal of personal property at move-out
- Move-out inspection and return of tenant keys
- Condition of unit at move-out
- Amounts for damages, unpaid rent, or other unpaid charges permitted in the lease will be taken out of the security deposit.
- When and how interest will be paid.

Other Charges

- _____ Utilities that are paid by the tenant.
- _____ Late rent charge amount.
- _____ Returned check charge amount.
- _____ Unreturned key/lock charge amount.
- _____ Key Replacement
- _____ Lock out charges

Maintenance/Damages

- _____ Instructions on using appliances properly.
- _____ Cleanliness requirements for units.
- _____ Prohibition of unit alterations without owner permission.
- _____ Responsibility for damages made to unit or property.
- _____ Non-smoking policy (if applicable).
- _____ Snow removal
- _____ Request for maintenance/repair
- _____ Use of common areas

Penalties for Fraud

- _____ Submission of false information may result in fines up to \$10,000 and five years imprisonment.

_____ *RESIDENT SIGNATURE* *DATE*

_____ *RESIDENT SIGNATURE* *DATE*

_____ *RESIDENT SIGNATURE* *DATE*

_____ *Management Agent* *DATE*