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 ____________