

# Move-In Procedure

1. Potential Tenant inquiries through the business line, or in person with the Manager. Their phone number, name, and email address is collected.
2. Applicants are sent the application link to buildium, via email. Can also be accessed through our website.
3. Once the application is submitted, it will be reviewed. If the applicant meets initial criteria, their application will proceed to the Credit and Background Check.
4. Applicant authorizes and pays for Credit and Background check. Once these reports are returned, we make decision based on set criteria (no violent felonies, no sex offenders, no active delinquencies or collections on credit report.)
5. Upon approval, we reach out to applicants to sign a lease, provide them with any necessary forms, and to collect their security/utility deposits.
6. Set up a move-in date. Move in must be completed with a manager on-site, and cannot be done until lease is signed and deposit is received. During this move-in, manager provides move-in packet, which includes the following:
  - Rules and Regulations
  - Utility Instructions
  - Contact Info for Park
6. During this move in, manager makes note of electrical and water meter readings, records on spreadsheet/buildium