

Junco Company
P. O. Box 25302
Eugene OR 97402-0448
503-686-2948



Moving In/ Moving Out

a worksheet

Date: _____

Property: _____

Departing tenant: _____

Moving out:

notice rec'd from tenant
send confirming letter
do a rent survey
set the rental amount
update flier
put up sign and flier box
get the word out (agencies)
advertise in newspaper
get keys
get forwarding address
inspect unit
get pictures of place
list repairs/maintenance
send abandoned prop notice
send deposit accounting
got application forms?

Moving In:

check applications
send to screening company
approve an application
re-key
inspect; take pictures
get lead based paint disclosure signed
give booklet
get forms signed:
a lease
a smoke detector agreement
mold agreement
give forms:
cleaning instructions
rules
property condition report
ants & cockroaches
renter's insurance
get deposit/rent/fees
give keys
notify other applicants
notify utilities
tickler monthly for rent
tickler 1 yr for renewal of lease
tickler 4 months for inspect
send new tenant letter