Move-In Day Checklist

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Tenant(s): _____ Property: _____
Date: _____

Before move-in (no keys until every box is ticked)

- ☐ Lease, addenda and disclosures signed by every adult and by the landlord
- ☐ Lead-based paint disclosure and EPA pamphlet delivered (homes built before 1978)
- ☐ State-required disclosures delivered (e.g. Arizona: manager and owner contact, the Landlord Tenant Act notice, bed bug information)
- ☐ First month's rent, pet rent and deposit paid **and cleared**
- ☐ Tenant set up in the rent app, with recurring charges created
- ☐ Autopay set up
- ☐ Utilities transferred to the tenant as of move-in day
- ☐ Renter's insurance proof (if your lease requires it)
- ☐ Welcome packet sent
- ☐ Reminder text sent the morning of move-in

Bring

- ☐ Keys: one per adult, plus garage remotes, mailbox, gate and pool keys. Count: _____
- ☐ Copy of the signed lease and addenda
- ☐ Move-in condition report (two copies, or on a tablet)
- ☐ A charged phone for photos
- ☐ A small welcome gift (optional; we give a coffee gift card, and a local guide for anyone new to town)

On site

- ☐ Arrive 20 minutes early: walk-through, pick up trash, open blinds, set the thermostat
- ☐ Walk every room with the tenant, filling in the move-in condition report, with dated photos
- ☐ Both sign the report; the tenant gets a copy
- ☐ Tell the tenant they have [3–5] days to report, in writing, anything else they find
- ☐ Tell the tenant they may be present at the move-out inspection
- ☐ Show them: the water main shut-off, the electrical panel, the HVAC filter location and size, the irrigation timer, the thermostat, trash and recycling day
- ☐ Hand over the keys, and record what was given in the key log

After

- ☐ Signed move-in report and photos saved to the tenant's folder
- ☐ Calendar: the first routine inspection, the renewal conversation (60–90 days before the lease ends), and the lease end date