

# NEW RESIDENT CHECKLIST

**Moving can be a lot to juggle for both the resident and leasing office.**

*Use this checklist to help ensure your residents feel welcome on their big day.*

- Keep a calendar of all resident move-in dates in the front office
- Have residents fill out a form of things they will require on move-in day
- Move all paperwork online
- Prepare a moving day list for the front office
- Take pictures of the space before move-in day for security deposit
- Have common move-in tools (hammer, vacuum, etc) at hand for new tenants
- Offer MoveMe to save time on helping residents find moving services
- Stock the fridge with water bottles
- Keep a public bulletin of community events for residents to get to know the area
- Provide new tenants with essentials they may have forgotten (i.e. toilet paper and soap)
- Have standard offers like pizza coupons or doggy daycare for move-in days
- Give new resident the front office number in case of moving complications
- Keep all staff up-to-date on new software being used
- Offer new residents an amenities tour to acquaint them with the area
- Provide a list of important information for residents to know (like what day is garbage day)
- Schedule the maintenance staff to meet new residents within first week
- Leave a welcome note for new residents to come home to



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