

Tenant Finder New Unit Checklist

Property Owner: _____ Phone: _____

Unit Address: _____ Unit #: _____

Photograph unit

Needed cleaning, repairs & maintenance

Work to be supervised by _____, to be completed by (date) _____.

Entire Unit:

Kitchen:

Bathroom:

Living Room:

Bedroom:

Rent? _____ Deposit? _____ Available Date: _____

Holding Deposit: _____ Application fee? _____

Utilities included in rent (circle): *water – garbage – gas – electric – heating – Internet*

Parking/Storage: _____ (available/included?) _____

Pets allowed (circle): *cats – dogs*

Number of tenants allowed: _____ (additional rent?) _____