

# Leasing Moving Checklist

JOHN BAILEY  
REALTY

## *Looking for your New Home*

- Start your search about 3-6 weeks before you need to move (allow 2 weeks between signing Lease and Move-In Date)
- Verify that you meet rental requirements before scheduling an appointment
  - Does this home accept Housing Assistance?
  - Does this home allow pets?
  - Is this home available for your Move-In Date?
  - Is your credit score meeting or exceeding the required minimum?
  - Do you have any evictions or landlord disputes on your record?
  - Is your income meeting or exceeding the required minimum? (3X one month's rent for our homes)
- Rental Applications usually take about 2 business days to process for approval (Remember, all Rental Applications will affect a 'Hard Pull' on your credit score)
- Most HOA communities require 7-14 days to register a new tenant (We recommend signing your Lease Agreement at least 2 weeks before your ideal move-in date)

## *Reserving your New Home:*

- Did you find what you were looking for? GREAT! What next...?
- Once your application has been approved, sign your Application Approval Reservation Agreement and pay your reservation deposit as soon as possible to reserve your home
- Once your reservation deposit has been received, the home will be taken off the market and the Lease Agreement will be issued for review
- Please review your Lease Agreement carefully as it is a legally binding document
- Once the Lease Agreement is signed, the Reservation Deposit becomes the Security Deposit



## *Ready for Move-In?*

- You signed your Lease Agreement, what now?
- Verify that you have been registered with the community. In a mid- or high-rise community, there is usually a Leasing Informational Packet that needs to be completed. Once you're registered with the community, you should be able to schedule use of the Service Elevator with building management.
- Once you have confirmed the use of the elevator, schedule your movers
- Verify that all utilities are set up for your new home and submit proof to your Landlord/Property Manager:
  - Water/Sewer
  - Trash/Recycling
  - Electricity
  - Internet/Cable
  - Gas
- Submit your Renter's Insurance Policy to your Landlord/Property Manager

# Leasing Moving Checklist, Continued

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## *Day of Move-In*

- Meet a member of the Leasing Team at your new home to conduct the Move-In Condition Report
  - Allow 30 min-1 hour for this walk-through
  - Tenant will complete a Move-In Condition Report, take photos and sign form, alongside Leasing Team
  - Please note this form will be kept on file with Leasing Team. Upon move-out, this form and photos will be used to compare condition and evaluate wear in home
- After walk-through, the keys and any other items such as garage openers or building access fobs will be issued to tenants and move-in may begin

## *After Move-In*

- Within 30 days, please report any damaged or non-functioning fixture
- All filters, batteries, and light bulbs are responsibility of tenant
- Please submit any work orders with clear description and photos online via tenant portal or email details to [Leasing@JohnBaileyRealty.com](mailto:Leasing@JohnBaileyRealty.com). Photos are REQUIRED to schedule maintenance
- All repairs are required to be authorized by property owner. Cosmetic repairs and maintenance will be approved at discretion of homeowner

## *Ready for Move-Out?*

- Be sure to provide written notice to Landlord / Property Manager at least 60 days before Lease End Date
- Schedule your Move-Out Condition Report Walk-Through with your Property Manager, within 7 days of Lease End Date
- Within 5 business days of Lease End Date, your Move-Out Statement will be issued
- Within 30 days of Lease End Date, your Security Deposit will be returned (with any applicable deductions)

## *Ready to Purchase Your 1st Home?*

- Call the John Bailey Realty Team to smoothly assist with the home buying process
- Helpful Steps:
  - Get Pre-approved for a Loan
    - We have preferred lenders who can assist
  - Have a down payment ready or start saving
  - Be honest about what you can afford
  - Consider the area(s) you are interested in
  - Request a Home Inspection
    - We have trusted vendors who can help
  - Trust JBR to see through the Escrow and Closing process!

