**Move in Checklist**

|  |  |
| --- | --- |
| **Tenant Name:** |  |
| **Address:** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Method** | **Description** |
|  |  | Signed Tenancy Agreement |
|  |  | Signed Insulation Statement |
|  |  | Signed Bond Lodgement Form |
|  |  | Bond Payment Received |
|  |  | Bond Paid into Tenancy Services |
|  |  | Bond Confirmation Received with Complete Details |
|  |  | Photos taken at Initial Inspection |
|  |  |  |
| **Date** | **Method** | **Copies Given to Tenant** |
|  |  | Copy of Tenancy Agreement |
|  |  | Copy of Bond Lodgement Form |
|  |  | Copy of Initial Inspection of Property |
|  |  | Photos of Initial Inspection |
|  |  | Landlords contact details |

**Checklist Complete/date:**