

# MOVE-IN CHECKLIST (TENANT)

## Before Move-In (Required)

- ■ Lease fully signed by all tenants
- ■ Security deposit paid in full
- ■ First month's rent paid
- ■ Any pet fees paid (if applicable)
- ■ Utilities set up in tenant name (electric, gas if applicable)
- ■ Trash service confirmed (if tenant responsibility)
- ■ Internet scheduled (if desired)
- ■ Renter's insurance obtained and proof provided
- ■ Tenant portal account set up
- ■ EFT (bank transfer) set up for rent payments

## Day of Move-In

- ■ Keys / access instructions received
- ■ Parking arrangements confirmed (if applicable)
- ■ Laundry access confirmed (if applicable)
- ■ Walk through entire unit
- ■ Take photos/videos of unit condition
- ■ Check appliances, plumbing, and lights
- ■ Submit any issues through tenant portal within 48 hours

## Important Reminders

- ■ Rent is due on the 1st of each month
- ■ Rent is late after the 5th
- ■ All maintenance requests must be submitted through the tenant portal
- ■ Report emergencies immediately (call + written notice)
- ■ Only approved occupants may live in the unit
- ■ No subletting or short-term rentals without approval
- ■ Keep all utilities active at all times
- ■ Follow City of Ithaca trash, recycling, and compost rules
- ■ Do not disable smoke or CO detectors