

## Property Management: Tenant Placement Landlord Move-In Checklist

**Note** – This checklist is a guideline only. All information should be reviewed and amended to suit your personal investing situation.

### Documentation & General Information

Check the following as you complete each

- Lease Agreement – Two copies completed and signed
  - Remember to cover NSF Policy, Guest Policy, Damage vs Wear & Tear
- First & Last month's rent collected (and cleared if a cheque)
- Any outstanding items from the application (ID, Paystub etc.)
- Utilities switched into tenant's name (if applicable)
- Rental payment procedure confirmed
- Tenant emergency contact information form completed
- Snow removal or lawn maintenance agreement (if applicable)
- Smoke alarms maintenance form
  - Batteries checked
  - Extra batteries provided
- CO Detectors
  - Batteries checked
  - Extra batteries provided
- Local emergency contact information
- Full set of keys (door, garage, shed, mail etc.)
  - Key buyback program? (Check legislation)
- Landlord/property contact information (form, fridge magnet, or business card)
- Service plans contact information (if applicable)
  - Furnace
  - Water heater
- Regular visits and minor deficiencies procedure
- How to change the furnace filter (if applicable)
  - Provide extras and advise when to change it
- How to fill the water softener (if applicable)
  - Provide extra bags of salt and process (if applicable)
- Where are the outside water taps? How to shut it off, and empty the hoses in the winter
- Where is the main water shut off? How to shut it off in case of a leak
- Where is the electrical panel? How to turn a breaker on and off

- Outdoor maintenance (if applicable)
  - Provide lawn mower, weed whacker, broom, rake, shovel, salt etc.
- Garbage collection schedule & rules
  - Provide the proper recycle & garbage bins

### Move-In Inspection

- Move-in inspection report
  - Two copies completed & signed
- Move-in video inspection completed
  - One copy to be sent to tenant within one week

### Adding Value

- Welcome gift (bottle of wine, greeting card, gift card, house plant etc.)
- Local transit map or map of amenities in the local area
- Information about upcoming community events

### Completing a Video Walkthrough with a Tenant

Doing move in inspection with a new tenant prior to move-in is very important and in some jurisdictions it is mandatory. Keyspire recommends completing a written inspection, but also going a step further and recording the walkthrough in a video. In the future if you or the tenant disputes any damages this will be very valuable evidence and it will make going to a Landlord/Tenant Tribunal a much smoother process. Also from a tenant's perspective this process will ensure honesty on your part as a landlord.

1. Start the walkthrough at the front of the property and continue the video throughout all rooms.
2. At the beginning of the video note the date, property address, tenants and landlord's names and the lease start date.
3. In each room do a video sweep of the entire room with the tenant in it.
4. On video ask the tenant if they see any deficiencies in each room that should be noted.
5. If anything is identified (i.e. scratch on wall, cracked tile, etc) video the area to note it.
6. If you need to make any repairs ensure you document the repair in writing, have the tenant sign to acknowledge its completion, and add to your tenant records.
7. If nothing is noted by the tenant, confirm with them that they see the room in good working condition and move onto the next room.
8. Once the video and written inspection report are complete ensure the tenant gets a copy of both for their records.