

Existing Tenant Checklist

TENANT CONTACT INFORMATION:

Tenant #1 Cell Phone Other Phone

Tenant #2 Cell Phone Other Phone

Tenant #1 Email Tenant #2 Email

Additional Occupants? Yes No

Pets? Yes No _____

If yes, list type(s):

- Copy of current lease Rent \$:
Past Due? Yes No Amount \$: _____
- Copy of rental application
- Tenant Payment Ledger (if kept)
- Funds for security deposit Deposit \$: _____
- Move in checklist/inspection
- Pictures of move-in condition

ADDITIONAL INFORMATION

If move-in condition documentation can not be provided, Oak Trust Properties will use our first inspection completed after our services begin as the comparison to the move-out inspection when determining any tenant-related damage in regards to the security deposit disbursement.

Oak Trust Properties will not process a security deposit disbursement for existing tenants unless we have been managing the property for at least three (3) months prior to the tenant vacating.

