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**before handing keys to tenant:**

* driver’s license in file
* ss card in file
* background check matches ss#
* lease signed and initialed in all places
* proof of electricity
	+ **please forward the letter of residency to the email above once furnished to you by ga power**
* proof of water if applicable **(send pic of receipt to phone # above)**
* walk thru done by management
* pictures of each room and any prior damages noted by management
* MOVE IN FEE PAID
* PRORATED RENT PAID

**we will only give keys one all of the above has been completed and all money has been paid**