

# NEW TENANT CHECKLIST

***Prior to a new tenant moving in, the following items need to be completed:***

- Tour the property in person
- Complete an application from management
  - must submit 3 most recent paystubs and a photo of your drivers license or ID
  - entails a full background check including both credit and criminal
- Complete and fully sign a lease agreement with any applicable addendums or amendments
- If residing in a single-family home: All utilities must be set-up in your name and account numbers sent to management
  - gas
  - electric
  - sewer
  - water

*\*Management will set up garbage- fees will be added to  
Tenant account per lease agreement*
- Proof of Renters' insurance
  - *See page 2 for details*
- If the property allows pets, please submit the following to management:
  - Vet records with up-to-date vaccine information
  - Pet breed, age, size name, neutered or spayed
  - Photo of pet for identification
- Request Tenant Web Access (TWA) Set-up from management
- Pay security deposit and first month's rent through TWA or by check
  - First month rent is paid in full prior to moving in and second month rent is prorated from move-in date
  - If rent is split between tenant, it will be shown as split on end-of-year CRPs
- Arrange Key pickup/drop-off with management
- Request move-in checklist from Management (to record condition of property when moving in)
  - Due 7 days after lease start
  - Able to submit a flash drive with photos

Additional notes: (This is from the first page of the lease)

**\*\*Please note a fee for liability insurance may be charged monthly if proper coverage is not submitted and approved through your tenant portal. Please refer to section #25 of your lease\*\***

(Section 25, Page 6 From the lease)

25. INSURANCE DISCLAIMERS Landlord does not maintain insurance to cover your personal property or personal injury. Landlord is not responsible to any Tenant, guest, or occupant for damage or loss of personal property or personal injury from (including but not limited to) fire, smoke, rain, flood, water and pipe leaks, hail, ice, snow, lightning, wind, explosions, earthquake, interruption of utilities, theft, hurricane, negligence of other tenants, occupants, or invited/uninvited guests or vandalism unless otherwise required by law.

Landlord urges Tenant to get their own insurance for losses to personal property or injuries due to theft, fire, water damage, pipe leaks and the like. Tenant is required to purchase and maintain personal liability insurance covering you, your occupants and guests, for personal injury and property damage any of you cause to third parties (including damage to our property), in a minimum policy coverage amount of \$100,000, from a carrier with an AM Best rating of A-VII or better, licensed to do business in Minnesota. The carrier is required to add Landlord (True North Management) as an interested party and provide notice to us within 30 days of any cancellation, non-renewal, or material change in your coverage. We retain the right to hold you responsible for any loss in excess of your insurance coverage.

If Landlord deems your unit to not have adequate coverage to comply with this paragraph, Landlord will purchase coverage on your behalf and charge it back to you at the market rate on a monthly basis. Said coverage will only protect the property you are renting from True North Management, not your personal contents.