

TENANT CHECKLIST

Before moving into your new community, please take a moment to review each item below and ensure that they are completed; as a tenant, you are responsible for the following. Should you have any questions about this list, please do not hesitate to contact Property Management during business hours. Once the checklist is completed, we ask that you sign and date this form and kindly return it to Property Management.

- ☐ I have completed the Resident Information Form given to me by my landlord and/or Property Manager and returned it to Property Management.
- ☐ I have received a copy of my lease from my landlord.
- ☐ I have ensured that I have the necessary insurance required when living in a condominium, including insurance for Contents and Liability. I have also provided a copy of my insurance to my Property Manager.
- ☐ I have received parking and/or locker assignments (if applicable), suite keys, mailbox keys and FOBs directly from my landlord.
- ☐ I am aware that I am not to leave my rent cheques or keys with the concierge desk and arrangements are to be made directly with my landlord.

Name (please print): _____

Signature: _____ Date: _____

Tower: _____ Suite: _____