

# FILE STRUCTURE CHECKLIST

Name \_\_\_\_\_ Loft \_\_\_\_\_ - \_\_\_\_\_ M/I Date \_\_\_\_\_

Account # \_\_\_\_\_

### Left Side:

#### *Screening & Communication*

- File Structure Checklist
- Communication Cover Sheet
- Communication Documents
  - Emails
  - Letters
  - Faxes
  - Other
- Application Checklist
- Completed Application
- Proof of Income
- Rental Receipt/Welcome Letter
- Copy of App & Admin Payment
- Copy of Deposit Payment
- Rental Verification
- Proof of Insurance Email

### Right Side:

#### *Lease Contracts*

- Renewal Lease(s)
- Apartment Lease Form
- Inventory and Condition Form
- Animal Addendum
- All-In-One Utility Addendum
- Bed Bug Addendum
- Mold Information and Prevention
- Lease Contract Buy-Out Agreement
- Community Policies Addendum
- Renter's Insurance Addendum
- \*Property Specific Addenda\**
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Notes \_\_\_\_\_

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