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Lease Signing Checklist

1. _____ Tenant application(s)
2. _____ Tenant paid application fee
3. _____ Tenant copy of driver's license or state ID card
4. _____ Tenant background results
5. _____ 2 copies of lease
6. _____ 1 copy of move in check list (Tenant will initial and receive a copy)
7. _____ 1 copy of FAQ Sheet (Tenant will initial and receive a copy)
8. _____ 1 copy of Utilities phone numbers
9. _____ 1 copy of Important numbers
10. _____ 1 copy of Pest Control letter
11. _____ 1 copy of Welcome letter
12. _____ 1 copy of Renters Insurance letter
13. _____ Property Photos/Video
14. _____ Collect Lock Box
15. _____ Air Filter (Show Tenant how to install new filter)
16. _____ Eviction Process (Explain the process, then have Tenant sign & date)
17. _____ Appliance Agreement
18. _____ Monies Owed (Pro-Rated Rent, use as Receipt)
19. _____ Work Order (What needs to be address immediately)
20. _____ Collect 'For Rent' sign

LEASE SIGNING CHECKLIST FORM