

FINAL RESIDENT PROCESSING

The *final* pre-occupancy meeting with the applicant household should cover pertinent clauses of the Rental Agreement and House Rules. This also includes, but is not limited to, rent collection policies, maintenance request procedures, rules of conduct by the resident and his/her guest(s), unit move-in inspection completed (form RA-7 completed and signed), and recertification requirements.

The new resident household should also be informed that, if in the future, the “Management or House Rules and policies” are revised or changed, a written notice of the change or changes will be delivered to him/her at least **30-days** prior to implementing the change or changes. *NOTE: The 30-day notification and implementation requirement will also apply to existing or in-house residents.*

At completion of the above, the Rental Agreement, addenda and all other related paperwork are signed by all persons 18 years of age or older or emancipated. The security deposit, pet deposit, (if applicable), appliance fees (if applicable) and the monthly rent or prorated rent are collected from the resident(s). Residents may make payment arrangements for the Security Deposit and the Pet Deposit (if applicable). (Use form RA-8hr “Security Deposit Payment Agreement.”)

Photocopies of all required lease documentation will be given to the applicant/resident household. This includes the “Owner’s Certification of Compliance” – the HUD 50059 form.

Then the keys to the unit are given out. *The Rental Agreement MUST be signed BEFORE the keys are given.* This completes the move in process.