

Checklist for Issuance of Fob/Card to Tenants

This checklist must accompany the Electronic Key Information form when requesting fobs/cards/keys for tenants. The referenced documents must be attached or already on file in the office.

The following items must be completed before submitting the Electronic Key Information Form to obtain fobs/keys for your tenants:

Confirmation of Lease (Do not submit the lease.)

- _____ I have a lease signed by all adult tenants.
- _____ The lease contains specific language requiring that the lease terms are subject in all respects to the provisions of the Declaration and Bylaws.
- Names on lease _____
- _____
- Date lease signed _____
- Term of Lease: From _____ to _____

Background Check (Do not submit the results of the background check.)

- _____ I have obtained a background check on each of the named tenants on the lease.
- Date of background check _____

The following documents must be submitted with this Checklist and the Electronic Key Information Form. Please check if attached or indicate with an "O" if the document is already on file in the office.

- _____ Electronic Key Information Form (signed by both parties)
- _____ Personal Information Form (completed by tenants)
- _____ Rental Property Form (completed by the owner)
- _____ Essential Rules for Security (signed by all tenants, verifying receipt)
- _____ Acknowledgement of Risks and Release and Waiver of Claims (for use of Roof Garden) **An individual form must be attached for each named tenant on the lease.**
- _____ Current proof of owner's liability insurance for the unit.

SIGNATURE OF OWNER

DATE