

CCI New Tenant Move In

Tenant Name: _____

Tenant Name: _____

Tenant Name: _____

Tenant Name: _____

Property Address: _____

Unit Number: _____

Move-In Date: _____

Move-Out Date: _____

Instructions:

- **Move-In:** Tenant and management should complete this checklist together before taking possession of the unit.
- **Move-Out:** This checklist will be used during the final inspection to assess potential damage and deductions from the security deposit.
- **Notes:** Any existing damage or issues should be documented with photos.

Welcome to your new home! We're pleased you've chosen one of our properties for your housing needs. This welcome packet contains everything you need to know about your new rental residence, including important contacts, policies, and local information to make your residence experience as enjoyable as possible.

Our goal is to provide you with comfortable and well-maintained property so you can focus on enjoying your experience in your new community. Please review this packet carefully and keep it for future reference

We wish you a pleasant stay in your new home!

Sincerely,

CCI

ROUTINE MAINTENANCE REQUESTS

Please report non-emergency maintenance issues promptly through:

☐ Buildium Online Portal: _____

☐ Mobile App: _____

Normal response time: _____

EMERGENCY MAINTENANCE PROCEDURES

What constitutes an emergency:

- Fire (Call 911 first)
- Flood or major water leak
- No heat during cold weather
- No electricity (after checking breakers)
- Gas leak (Call gas company first)
- Broken exterior door/lock affecting security
- Sewer backup

Emergency Contact Information:

Steps for Emergency Maintenance:

1. Ensure your safety first
2. Call emergency number: _____
3. Take reasonable steps to prevent further damage
4. Document the issue with photos if possible

TENANT MAINTENANCE RESPONSIBILITIES

You are responsible for:

- Changing light bulbs
- Replacing batteries in smoke/CO detectors
- Unclogging minor drain blockages
- Regular cleaning
- Reporting pest issues promptly
- Proper garbage disposal

• _____

LANDLORD MAINTENANCE RESPONSIBILITIES

We are responsible for:

- Structural repairs
- Plumbing/electrical systems
- HVAC systems
- Appliance repairs (if provided)
- Pest control (unless tenant-caused)
- Common area maintenance

- _____
- _____

Move in/Move Out Conditions

1. Living Room

Area	Move-In Condition	Move-Out Condition	Notes
Walls	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Ceilings	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Floors (Carpet/Hardwood)	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Windows & Screens	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Doors & Locks	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Lighting Fixtures	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	

2. Kitchen

Item	Move-In Condition	Move-Out Condition	Notes
Refrigerator	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Oven/Stove	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Microwave	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	

Item	Move-In Condition	Move-Out Condition	Notes
Dishwasher	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Sink/Faucet	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	
Cabinets & Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

3. Bathrooms

Main Floor

Item	Move-In Condition	Move-Out Condition	Notes
Toilet	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Sink/Faucet	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	
Shower/Tub	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Mirror	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Cabinets & Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

Suite

Item	Move-In Condition	Move-Out Condition	Notes
Toilet	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Sink/Faucet	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	
Shower/Tub	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Mirror	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Cabinets & Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

Upstairs

Item	Move-In Condition	Move-Out Condition	Notes
Toilet	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	
Sink/Faucet	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Leaks <input type="checkbox"/> Needs Repair	
Shower/Tub	<input type="checkbox"/> Clean <input type="checkbox"/> Working	<input type="checkbox"/> Clean <input type="checkbox"/> Working	

Item	Move-In Condition	Move-Out Condition	Notes
Mirror	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Cabinets & Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

4. Bedrooms

Main Floor

Item	Move-In Condition	Move-Out Condition	Notes
Flooring	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Walls	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	
Closets	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

Suite

Item	Move-In Condition	Move-Out Condition	Notes
Flooring	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Walls	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	
Closets	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

Upstairs #3

Item	Move-In Condition	Move-Out Condition	Notes
Flooring	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Walls	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	
Closets	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

Upstairs #4

Item	Move-In Condition	Move-Out Condition	Notes
Flooring	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	
Walls	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	<input type="checkbox"/> No Damage <input type="checkbox"/> Needs Repair	
Closets	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	

5. Utilities & Safety

Item	Move-In Condition	Move-Out Condition	Notes
Smoke Alarms	<input type="checkbox"/> Working <input type="checkbox"/> Needs Battery	<input type="checkbox"/> Working <input type="checkbox"/> Needs Battery	
Carbon Monoxide Detector	<input type="checkbox"/> Working <input type="checkbox"/> Needs Battery	<input type="checkbox"/> Working <input type="checkbox"/> Needs Battery	
HVAC (Heat/AC)	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	
Electrical Outlets	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	
Laundry Room	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	

6. Exterior & Additional Areas

Item	Move-In Condition	Move-Out Condition	Notes
Exterior lights	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	
Flood lights	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	
Ft/Bk door code	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	
Stairway	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Need Repair	
Flood lights	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Need Repair	
Ft/Bk door code	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair	<input type="checkbox"/> Working <input type="checkbox"/> Need Repair	

7. Move-Out Cleaning & Tenant Responsibilities

Before Move-Out, Tenant Must:

SEE Addendums #1 & #2 for specific instructions

8. Tenant & Management Signatures

Move-In Inspection

1. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____

2. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____
3. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____
4. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____

Property Manager Name (Printed): _____
Property Manager Signature: _____
Date: _____

Move-Out Inspection

1. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____
2. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____
3. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____
4. **Tenant Name (Printed):** _____
Tenant Signature: _____
Date: _____

Property Manager Name (Printed): _____
Property Manager Signature: _____
Date: _____

Welcome to Lincoln, Nebraska! As you settle into your new home, it's essential to establish utility services in your name. Lincoln's primary utilities include electricity, water, wastewater, natural gas, and waste management. Below is a comprehensive guide to assist you in setting up these services.

1. Electricity

The Lincoln Electric System (LES) is the sole provider of electricity in Lincoln.

- **Contact Information:**
 - **Phone:** 402-475-4211

- **Website:** www.les.com([Lincoln Electric System](#))
- **Setting Up Service:**
 - **Online:** Visit the LES website and navigate to the "Start or Stop Service" section. Complete the online form to initiate service.([Lincoln Electric System](#))
 - **Phone:** Call LES Customer Service to request service setup.([Lincoln Electric System](#))
- **Information Needed:**
 - Full name
 - Service address([Lincoln Electric System](#))
 - Mailing address (if different)
 - Phone number
 - Email address
 - Social Security Number or Driver's License Number
 - Preferred start date for service
- **Deposit Requirements:**
 - LES may require a deposit based on your credit history. Contact LES directly for specific information regarding deposit amounts and conditions.([Lincoln Electric System](#))

3. Natural Gas (If applicable)

Black Hills Energy provides natural gas services in Lincoln.

- **Contact Information:**
 - **Phone:** 888-890-5554
 - **Website:** www.blackhillsenergy.com
- **Setting Up Service:**
 - **Online:** Visit the Black Hills Energy website and navigate to the "Start, Stop, Move Service" section. Complete the online form to initiate service.
 - **Phone:** Call Customer Service to request service setup.
- **Information Needed:**
 - Full name
 - Service address
 - Mailing address (if different)
 - Phone number

- Email address
- Social Security Number or Driver's License Number
- Preferred start date for service
- **Deposit Requirements:**
 - Black Hills Energy may require a deposit based on credit history. Contact them directly for specific information.

4. Waste Management (Trash and Recycling)

Lincoln offers several waste management services through private companies. It's advisable to consult with your landlord or property manager to determine if waste services are included in your rental agreement. If you need to set up service independently, here are some providers:

- **Uribe Refuse Services**
 - **Phone:** 402-475-6396
 - **Website:** www.uriberefuse.com
- **Setting Up Service:**
 - **Phone:** Call the provider of your choice to inquire about service options and initiate setup.
 - **Online:** Some providers offer online service requests via their websites.
- **Information Needed:**
 - Full name
 - Service address
 - Phone number
 - Email address
 - Preferred start date for service

Additional Tips:

- **Timing:** Initiate utility setup at least one week before your move-in date to ensure services are active upon arrival.
- **Identification:** Be prepared to provide identification and proof of residency if requested.
- **Payment Options:** Inquire about automatic payment plans, online billing, and budget billing options to manage your utility expenses effectively.
- **Tenant Responsibilities:** Clarify with your landlord or property manager which utilities you are responsible for and which are included in your rent.