



4121 W Michigan Ave, Kalamazoo, MI 49006 | AncoraProperties.com | o. 269.312.5152 | f. 866.239.6351

Move in Checklist

Simply Awesome!

Thanks for applying to live with Ancora Properties.

Below is a list of some of the most common items that should be taken care of prior to moving into an Ancora Properties' community. Please use this as a guide to help us provide great customer service with your move to one of our communities. This sheet is for you to fill out. You doing the tasks on this sheet and submitting this to Ancora in a timely fashion will minimize your stress and the chances of your move in being delayed. We ask you to fill this out and return it prior to obtaining your keys so we know you are ready to move in.

- Turn in application to be approved by Ancora Properties.
- Pay reservation fee. Sign reservation fee letter of intent.
- Provide proof of income **OR** parental guarantee form to Ancora Properties.
- Copy of Driver's License or government issues identification.
- Switched the utilities necessary. Turn in utility confirmation sheet to Ancora.
- Sign Lease
- Sign Unit Condition Acceptance Form
- PET OWNERS** – Along with your Pet Addendum form, we would like a picture of your animal just in case it escapes and we need to know who it belongs to.
- Smile and be Happy!

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON ALL SIDES OF THIS AGREEMENT

TENANT SIGNATURE _____ DATE _____

LANDLORD SIGNATURE _____ DATE _____