



Prepare for a New Tenant: Landlord's Move-In Checklist

- Is your home built before 1978? If so, supply your new tenant with a copy of the EPA Handbook "Protect Your Family from Lead in Your Home."
- Repair existing damage and safety issues.
- Ensure all electrical, plumbing, heating, air-conditioning, and other facilities and appliances supplied by the landlord, including any elevator, are in proper working order.
- Inspect your property for mold and include a mold disclosure statement in your lease.
- Clean the property to the same degree you expect tenants to leave the property.
- Install a carbon monoxide detector if your home has any fueled appliances like a fireplace, gas stove, or propane hot water heater.
- Check the age of smoke detectors in your unit as **smoke detectors must be replaced every 10 years**. Montana law requires working smoke detectors outside every bedroom and on every level of your home.
- Confirm all utilities are in working order. Provide tenant with contact information for service providers if you want the utilities in the tenant's name.
- Consider changing the locks if the unit has been previously rented.
- Review and sign lease with tenant. Both parties should keep a copy. Forward a copy to BSCHT if participating in the Pilot RENT LOCAL Incentive Program.
- Collect first month's rent and security deposit. **Do not give the keys to the tenant or allow the tenant to move-in until both payments have cleared your account.**
- Complete a formal move-in inspection stating the condition of every room in your unit. The move-in inspection should be signed by the tenant and yourself, or your representative. Keep this on file for the move-out inspection and deposit return.
- Provide your tenant with contact information and how to report an issue.
- Set-up automatic payment options for rent with your tenant. Options include PayPal, Venmo, or automatic bank transfers.
- Purchase landlord insurance, also called a rental dwelling policy. Landlord insurance is similar to homeowners insurance, but it also protects against losses related to leasing.
- Provide tenants with a copy of your HOA rules, if applicable.
- Provide tenants with parking passes, if applicable.
- Provide tenants with a service animal or pet policy, if applicable.
- Provide and maintain appropriate receptacles for the removal of ashes, garbage, and rubbish.