



# WELCOME HOME

*Not just a good place,  
... a great place to call home.*



## PROPERTY MANAGEMENT

### TENANT HOSPITALITY CONTROL CHECKLIST

**Use this form to ensure that you kick-off EVERY tenant relationship on a positive note. Provide the following to the tenants in a “Basket” on the kitchen counter. Make sure you present it well, not just in a pile. You’re going to go through the effort so... make a big deal of it!**

- Call “Welcome Wagon”
- Welcome Plant (Bamboo in decorative ceramic pot)
- Area Map (*is included in Tenant Handbook*)
- Change of Address Cards
- Garbage Schedule
- Garbage Bags
- Food/Restaurant Certificates
- Pen and Paper
- Matches
- Light bulbs (2)
- Batteries For Smoke Detector (9V) (2 Units)
- Fuses for Stove
- Toilet Plunger
- Toilet Paper
- Baking Soda
- Ice Cube Trays
- J-Cloth
- Paper Towels
- Dish Soap
- Small Hand Soap
- Small Laundry Soap
- Small Dishwasher Soap
- Small Multi Purpose Cleaner
- Band-Aids
- Small Shampoo/Conditioner
- Playing Cards
- CHILDREN: include items of interest to small, school-age and teenage children *if applicable*
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