



'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*
- ☐ _____
- ☐ _____
- ☐ _____