

Approval Worksheet

Person Contacted: _____ Phone number: _____

Date: _____ Time: _____ Email: _____

Message or Person:

Person Contacted: _____ Phone number: _____

Date: _____ Time: _____ Email: _____

Message or Person:

Security Deposit Amount: _____ Money Order/Cashier's Check not Personal Check

Photo of Sec Dep before mailing need: _____ Recd: _____

Date Security Deposit to be Recd: _____

Unit assigned: _____

Monthly rent rate: _____

Move in Date: _____ Time(if possible): _____

Date Rent Charge Begins: _____

Pro-rated rent: _____

Day rent will regularly be paid: _____

Lease end: _____

Renters Ins: _____ Policy# _____ exp date: _____

Enroll in Landlord provided insurance at move in: _____

Experian RentBureau reminder: _____

Cable Set Top Box pick up Charter, 511 W. Mendenhall, Bozeman

Confirmation email sent date: _____

Date Online Lease Sent: _____ Lease Finished: _____