



STREET, BLDG #2

811 PENDLETON

GREENVILLE, SOUTH CAROLINA 29601

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www.rgpropertiesonline.com

Checklist for Move-ins

- _____ Lease
- _____ Lead Base
- _____ Welcome Letter
- _____ Resident Inspection
- _____ Lease Fee Schedule
- _____ Work Order Process Explained in Detail
- _____ Keys Issued
- _____ Money Collected
- _____ Print Receipts