

# TRINITY PROPERTY MANAGEMENT

## MOVE-IN CHECKLIST

### BEFORE MOVE-IN

- Set Up APPFOLIO Portal Access

Click the portal link sent to your email.

- Pay Deposit Installment

Submit payment through your portal or by check.

- Pay Prorated Rent & Set Up Auto Pay

Pay prorated rent and set AUTO PAY for the 1st of each month.

- Upload Proof of Renter's Insurance (REQUIRED)

Minimum \$100,000 liability coverage required

Additional insured: Owner Name on Lease & Trinity Property Management

- Complete Pet Application (If Applicable)

Email ALL pet info in ONE email to: [petscreening@trinityrentals.info](mailto:petscreening@trinityrentals.info)

Include: Address, pet photo, breed, age, weight, vaccination records

- Set Up Utilities (If Applicable)

TV provider of choice. Do NOT mount TVs.

- Confirm Utilities in Portal

Text confirmation that electric and water are in your name.

Mailbox Keys: Contact local post office for key and box number.

### AFTER MOVE-IN

- Schedule Key Pickup Appointment

Call 817-599-3131 (No Friday pickups after 12:00 PM)

- Return Inventory & Condition Form

Reply to your move-in email within 72 hours.