

# MOVE-IN REPORT

WELCOME TO YOUR NEW HOME!

We have made every effort to prepare your apartment/unit for occupancy. Please take a few minutes to notify us of anything that needs maintenance or repair by using this form and returning it to our office as soon as possible. If necessary, we will make an appointment with you to address any problems or concerns.

**\*\*NOTE: THIS FORM WILL BE ATTACHED TO YOUR LEASE\*\***

LESSEE(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

CELL #: \_\_\_\_\_ WORK #: \_\_\_\_\_ HOME #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LEASE START DATE: \_\_\_\_\_ DATE TENANT RECEIVED MOVE-IN REPORT: \_\_\_\_\_

TRASH CAN ON PROPERTY? Y / N

FOR MAINTENANCE OR REPAIRS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR ACKNOWLEDGEMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*PLEASE COMPLETE AND RETURN TO THE ADDRESS BELOW WITHIN 2 WEEKS OF LEASE START DATE\*\***

Soniat Realty, Inc.  
3940 Canal Street  
New Orleans, LA 70119

FOR OFFICE USE ONLY:

Date Form Returned: \_\_\_\_\_

Received by: \_\_\_\_\_

