

# New Tenants Information Checklist

Property \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Tenancy Officer's Name \_\_\_\_\_

*The following hard copy documents have been provided at the start of a new tenancy:*

	<i>Tenancy Officer Initials and Date</i>	<i>Tenant Initials and Date</i>
Tenant Information Brochure		
Tenancy Agreement		
Inspection forms x 2		
Calculation and Payment of Rent information		
MERZ Contact List		
Emergency Maintenance Contact List		
Maintenance Request Form		
MERZ Rules		
MERZ Policies		
Cloud office address and login details		
I understand that I am required to comply with MERZ's Policies or my tenancy may be terminated.		
I understand that not all Tenants are invited to apply for membership of MERZ Housing Co-operative Inc.		