



Leasing Pre-Qualification Checklist

Name: _____ Move-in Date: _____

Contact Number: _____

Address: _____

Date contacted: _____ Action: _____

I am confirming your appointment on _____ at _____ am/ pm. Your lease signing will be with _____. The lease signing will be held at your new address on _____.

In order to sign your lease and receive keys the day of your move in, we will need to collect the following:

- Original Orders
- 1172 DEERs
- Recent LES
- Clear copies of ID SM/ Spouse
- DA-31 with block 16 signed or Unit verification
- Fort Lee Special Power of Attorney

I would like confirm you have _____ adults and _____ children.

Currently your application states you have 1 2 No Pets. If yes inform about breed restriction, amount, weight, and registering if they state yes.

Please make sure transportation, cable, phone services, etc. are scheduled 1 day after lease signing.

Are there any questions you have about your move?

Completed by: _____ Date: _____