MORAN VISTA SENIOR LIVING
Resident Admission Checklist

Maintenance

Resident Name: __________________________________________________________

Apt. #: ____________________  Move In Date: ________________________________

PRIOR TO MOVE-IN

☐ Apartment Inspection Report (Addendum D) completed with all items in good
condition and/or working order. Apartment Inspection Report turned in to
Business Office Manager

BY END OF FIRST DAY OF MOVE-IN

☐ Greet resident and explain work order process, and billing charges for extra
maintenance tasks, etc.

☐ Demonstrate to resident how to operate heating/cooling system

☐ Demonstrate to resident how to operate microwave

☐ Demonstrate to resident how to operate washer and dryer

☐ Explain Fire Drills and resident responsibility during drills and/or emergencies.
Show emergency exits.

☐ Discuss and review company policy on no use of extension cords, and all
electrical appliances brought in for use by resident, must be approved by
community management prior to use.

☐ Any electrical appliances brought in by resident have been inspected and
approved for use. List inspected and approved electrical appliances, below:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Maintenance Signature ______________________________________________ Date ________________