



Your move in checklist must be completed and uploaded to your rent cafe account within 7 days of the date you receive your keys.

If this inventory sheet is not turned into us by that time, any damages that were already there when you moved in the apartment/house will be seen as damages created by you and your roommates and may potentially be taken out of your security deposit.

Click link below to access your move in checklist.

[MOVE IN CHECKLIST](#)

To submit your move in checklist please follow instructions below to upload document into your RENTCafe account:

- 1) Open <https://sitemanager.rentcafe.com> and login
- 2) Click on the Sign Documents icon on the top navigation bar
- 3) Under Sign Documents, select the Choose Files option next to the document you want to upload
- 4) Select your move in checklist and it will upload into the system