

## New Move-in & Key Day Package Checklist

Name: \_\_\_\_\_

Provider: \_\_\_\_\_

Unit: \_\_\_\_\_

Move-in Date: \_\_\_\_\_

- Applicant Waitlist
- Print off NRH / ATH Application
- NRH / ATH Comments – On Offer for a Feb.1, 2022 move in.
- Annual Review Income Declaration Form
- Content Insurance Policy (if applicable)
- Co-op: Membership Approval Recommendation to the Board
- Move In Letter
- NRH / ATH Comments – Housed at RGI Feb.1, 2022 at St.Charles Co-op,  
#101 – 250 Prince Charles Dr, Welland ON L3C 7E8
- Household File Created
- NRH / ATH initial application received
- Birth Certificates/Status documents (stapled to inside blue folder)
- RGI Calculation Summary double checked (co-ops include member  
deposit & membership fee)
- RGI Calculation Summary to Finance
- Tenant Pay / E-Transfer
- Co-ops / Key Day Package:
  - Key Day Notice Cover Page
  - Occupancy Agreement (signed by the Board prior to Key Day)
  - Appendix A – Member Charges
  - Appendix B – Household Members
  - Appendix C – Housing Charge Subsidy Terms
  - Appendix D – Special Needs Unit Terms (if applicable)
  - Acknowledgement of Member Rights and Responsibilities
  - Multiple Sign Off Sheet

- Non-Profits / Key Day Package:
  - Key Day Notice Cover Page
  - Lease Agreement
  - LTB Form
  
- Key Day package signed
- Mold / Mildew
- Cost of Maintenance Charges
- Maintenance – Who is Responsible
- Fire Safety Acknowledgment Form (from the PM)
- Unit Inspection Form (from the PM)
- NRH Notice of Vacancy (if required)
- Approved by Supervisor (Completed file)