

TENANT-LANDLORD SIGN OFF SHEET

I agree that an initial joint inspection between the landlord (or their designee) and the tenant was conducted on _____ at the following address _____.

We are both in agreement that the following were the only damages at the time of this inspection:

ATTENTION LANDLORDS IMPORTANT INFORMATION

The Bloomington Housing Authority will make every effort to accommodate both you and your tenant. We strive to make every transaction an “efficient and stress free” experience”. All new “Move-Ins” will begin on the first of the month. To ensure your HAP payments (The Bloomington Housing Authority’s portion of the rent) are made in a timely manner the following **must** occur:

1. Once the inspection has been completed and passed, the tenant **MUST** move into the unit.
1. The Tenant/Landlord Sign Off Sheet must be completed and signed by both the landlord and the tenant and returned to the BHA office.
2. Both you and your tenant must sign the lease.

It is very important that the above items are completed; **if any of the above are not completed the rent will default to the next “Move-In” date.**

Landlord Name (Please Print)

Tenant Name (Please Print)

Landlord Signature Date

Tenant Signature Date

Landlord Contact Phone Number

Tenant Contact Phone Number