

Home Finding Checklist

As a new DSC, it might help to check off the steps as you go.

Clarify budget, what it includes & housing criteria

Confirm Leaseholder; personal or corporate. Who pays rent & deposit?

Confirm that the Assignee secured their Letter of Employment when there is no US Credit History

Schedule rental viewings, complete and email agendas & accompany Assignee

Find rental, Assignee applies, application fee paid; **ask for an early termination clause before the lease prepared**

Application accepted and EE receives lease to sign. **Remind EE to provide you with a copy and not to sign**

Ask the Assignee to review the lease while DSC gets the Lease Summary

Lease draft emailed to your IOR DPM for Lease Summary. “Lease Summary Needed “ in subject line

If corporate lease, contact DPM for funding requirements & approvals

IOR Lease Summary is emailed back to DSC from IOR. Email to Assignee, then review by phone with Assignee prior to signing. **This is Mandatory**

Lease is signed (by Assignee or obtain corporate signatures)

DSC assists with utility setup

DSC completes Property Condition Report during walk-through with Assignee

Email signed lease and property condition report to Assignee and cc DPM and Authorizer