

Interviewer Check List for New Resident

- _____ Provided Welcome Letter to new resident (F-012)
- _____ Acknowledged a photo ID of resident
- _____ Provided copy of Rules & Regulations (F-001)
- _____ Provided Architectural Design Standards (F-011)
- _____ Provided Pinellas County Emergency Preparedness Document
- _____ Provided copy of the General Information sheet (F-009)
- _____ Provided the Things to Do information (F-010)
- _____ Confirmed pets, how many, what size, what breed, weights of each ___ provided photos
- _____ Verify that all pets have current vaccines
- _____ Advised of Committees available for volunteers; Provided Volunteer Form (F-007)
- _____ Advised of website detail where all forms and documents are available
- _____ Provided Magnet

Interviewer review:

- Why are you moving ? _____
- How many people will be living in the unit ? _____
- When do you need to move in ? _____
- Remind resident of the 15 day approval process. _____
- Confirm rules regarding pets, as clarified by Board. _____
- Advise resident of rules regarding 'short term' lease. _____

COMMENTS: _____

Resident: _____ **Interviewer:** _____

Date of Interview: _____

Retain this copy for the Communications Committee