

# Thank you for staying with **All-Inn-One**



## Check in Process

On the move-in date, we will commence a thorough 45–60-minute check-in process.

- 1) Carefully review the **Formal Tenancy Agreement and House Rules** to ensure our tenant comprehends all terms before signing the document
- 2) **Inspect every item** within the premises to verify its functionality. Additionally, meticulously **record the condition** of each room.
- 3) Place your **initials** on the bottom right corner of each page and provide your **signature** in the designated area on the contract.
- 4) Finalize the check-in process by submitting the **security deposit** to us.

## Check out Process

On the move-out date, we will initiate a comprehensive 15–30-minute check-out process.

- 1) **Inspect the property** to ensure it is in the same condition as when the tenant initially occupied it. **Document any damages** or concerns.
- 2) **Collect all keys** and access cards from the tenant.
- 3) The **security deposit will be refunded** to the tenant within 14 working days