

PG Move-In & House Rules Checklist

Ten steps to a clean PG move-in that avoids the disputes that come up most.

- ☐ Confirm lock-in period, notice period, and deposit refund timeline in writing.
- ☐ Define deposit deduction categories before the resident moves in, not at move-out.
- ☐ Set meal timings and confirm whether food is included or billed separately.
- ☐ Collect dietary restrictions at move-in.
- ☐ Photograph the room and provided inventory at move-in.
- ☐ Walk the resident through house rules verbally, even though they're in the agreement.
- ☐ Verify ID and e-sign the agreement before handing over keys.
- ☐ Add the resident to the visitor-log and billing systems on day one.
- ☐ Confirm the guest/overnight policy explicitly.
- ☐ Share the move-in photos and signed agreement with the resident for their own records.