

Document Naming System - Tenant Forms

Description	Item Number	Form Description
Internal & Master Documents		
Forms & Printable Documents	01-DOC	Printable forms and essential documents for tenants and staff, including applications, policies, and service request forms.
List: Codes & Page Descriptions	02-REF	Master reference list of page titles, document codes, and navigation tools used internally and for client support.
New Tenant & Application Process		
Interview Questions	10-ITV	The interview form is designed to help gather relevant information from prospective tenants beyond the standard rental app.
Application Decline Notice	11-DEN	Formal notification sent to applicants when their rental application is declined.
Welcome Letter: New Tenant	12-WEL	Welcome letter for new tenants providing move-in details, utility setup instructions, payment processes, and house policies.
Move-In Appointment Details (Lauren)	13-MIA	Move-in appointment confirmation with key pickup details, payment requirements, and walkthrough scheduling.
Lease & Rent Management		
Lease Renewal Options	20-RNL	Lease renewal options with terms, deadlines, and instructions for continuing tenancy.
Insurance Requirements & Updates	21-INS	Notice to maintain renter's liability insurance as required by the lease; includes instructions for updates.
Past Due Rent Notice	22-PDU	Past due rent notice detailing owed amounts, late fees, and lease enforcement consequences.
Due Date Adjustment Request	23-DAD	Form for requesting rent due date adjustments related to ZRent, payroll timing, or financial needs.
ZRent Update: Detailed Reminder (Long)	24-ZUL	Detailed ZRent update notice explaining how to set payment dates, auto-pay setup, and avoid late fees.
ZRent Reminder: Short Version	25-ZUR	Quick monthly reminder for ZRent users about payment due dates and account management.
Extreme Weather Preparedness Notice	26-WEA	Seasonal notice with extreme weather tips, snow removal rules, and heating safety guidance.
Policy & House Rules		
Pet Owner Clean-Up Policy	30-PET	Reminder about pet responsibilities including waste cleanup, leash use, and common area courtesy.
Laundry Rules & Hours	31-LAU	Laundry room rules covering operational hours, cleanliness expectations, and reporting maintenance issues.
Minor Rules Infraction Notice	32-RIN	Notice addressing minor lease infractions such as noise, improper parking, or shared space misuse.
Maintenance & Inspections		
Work Appointment Notification (HF Team)	40-WKN	Notice of scheduled work appointments or repairs including entry times and job details.
Renovation Notice to Tenant	41-REN	Advance notice about renovations describing work timelines, possible disruptions, and tenant responsibilities.
Maintenance & Inspection Entry Notice	42-EIN	Inspection and maintenance entry notice with date, time, and purpose as required by Montana law.

Move-Out Procedures		
Move-Out Instructions: 60-Day Notice	50-MON	Guide for tenants providing a 60-day move-out notice with cleaning checklists and policy reminders.
Carpet Cleaning Quote (By Request)	51-CCP	Estimate for carpet cleaning provided upon request to assist with move-out requirements.
Tenant Reference Letter	52-TRL	Reference letter template for tenants in good standing to support future rental applications.
Final Days: Check-Off List	53-FCL	Final move-out checklist ensuring completion of key return, cleaning, and mail forwarding.
Security Deposit Settlement	54-SDS	Security deposit settlement statement listing deductions (if any) and refund timelines.
Eviction & Legal Notices		
Eviction Notice (Immediate)	60-EVI	Immediate eviction notice due to serious lease violations requiring prompt vacancy.
3-Day Notice to Remedy	61-N3D	Three-day notice for severe lease breaches requiring correction to avoid eviction.
14-Day Notice to Remedy	62-N14	Fourteen-day notice addressing significant lease violations, offering a resolution window before further action.
30-Day Notice to Vacate	63-N30	Thirty-day notice to terminate month-to-month tenancy or notify of non-renewal under Montana law.