



Resident Communication Checklist

Initial Contact & Leasing

Checklist items related to communication during the initial engagement with potential residents, including property tours and lease signing.

Initial Contact Method?

- ☐ Phone Call
- ☐ Email
- ☐ Online Inquiry Form
- ☐ In-Person Visit

Date of Initial Contact

Enter date...

Lead Source (Website, Referral, etc.)

Write something...

Summary of Initial Conversation/Interaction

Write something...