

Chicago Move-In Kit

Hand over the right papers, record the unit's condition, and keep proof of both.

Inside: this checklist, a security deposit receipt, owner and building disclosures, a move-in inspection checklist, and a handoff page where the tenant signs for keys and documents.

Move-in disclosure checklist

Give or do	Applies to	When	Done
RLTO summary (the City's current version) attached to the lease	RLTO units	New leases and renewals	☐
Owner or manager, and agent for notices: names, addresses, phones	RLTO units	At or before move-in	☐
City code violations (last 12 months), pending code cases, utility shutoff notices	RLTO units	Before a new lease or renewal	☐
Foreclosure disclosure, in the City's required wording, if the owner is named in a foreclosure case	RLTO units	Before signing	☐
City bed bug brochure	RLTO units	Before a new lease or renewal	☐
Signed deposit receipt; the bank's name and address in the lease	RLTO units	When you take the deposit	☐
Heating cost disclosure, with the tenant's signed receipt	Chicago units where the tenant pays for individually metered heat	Before signing or taking application money	☐
EPA lead pamphlet, disclosure and Lead Warning Statement, signed; keep 3 years	Built before 1978 (some exemptions)	Before signing	☐
IEMA "Radon Guide for Tenants" and radon disclosure form	Illinois units below the third story	Before signing	☐
Flood disclosure, in the lease, signed by both	Illinois rentals	Before signing	☐
Working smoke and CO alarms, plus written testing information	Illinois and Chicago units	When the tenant moves in	☐
Locks changed or rekeyed	Cook County (not owner-occupied, 4 or fewer units)	By move-in day	☐

Does Chicago's RLTO cover your unit? Most Chicago rentals, yes. Units in owner-occupied buildings with six or fewer units are not covered, so the "RLTO units" rows don't apply to them. Chicago's heating cost rule, Illinois law and federal law still do.

Also in Illinois: you can't require autopay or electronic rent, and if your payment portal charges a fee you must offer a free option. If a tenant-paid meter also serves other areas, give a written statement and the last 12 months of bills before offering the lease. Sources: Chicago Mun. Code 5-12 and 5-16; 40 CFR 745; 420 ILCS 46; 425 ILCS 60; 430 ILCS 135; 765 ILCS 705 and 735. Not legal advice. Rules change; check yours or talk to a local attorney.

Want every lease to start with a complete file?

Landlord's Desk keeps each tenant's lease, deposit, disclosures and documents together. You approve every change before it goes out.

[Join the founding waitlist at landlordsdesk.com](#)

Your name or company _____

Mailing address _____ · Phone _____ · Email _____

Security Deposit Receipt

Date received _____

Amount \$ _____

Paid by _____

Paid how _____

Rental unit _____

Received by _____

For owner _____

This receipt confirms the security deposit above was received for the rental unit listed.

Name of the person receiving the deposit, signature

Title, for example owner or property manager

Where your deposit is held

Your deposit is held in a federally insured, interest-bearing account at a financial institution in Illinois, separate from the owner's own money.

Institution _____

Address _____

☐ Rent and deposit were paid together. The deposit was moved to the account above on _____.

Interest

Interest is owed on deposits held more than six months, at the rate the City of Chicago sets for the year your lease began, paid within 30 days after each 12-month rental period in cash or as a rent credit. The 2026 rate is 0.01%.

Your name or company _____

Mailing address _____ • Phone _____ • Email _____

Owner, Manager and Building Disclosures

Given before the lease is signed or renewed

Date _____

Tenant(s) _____

Rental unit _____

1. Owner or authorized manager

	Name	Address	Phone
Owner or manager			
Agent for legal papers, notices and demands			

2. City code violations cited in the last 12 months (this unit and common areas)

☐ None.

Date cited	Violation	Location (unit or common area)	Status

3. Pending code-enforcement cases or hearings

☐ None.

Case or hearing #	Violations cited

4. Notices to shut off utility service (water, gas, electric or other)

☐ None. I'll tell you in writing if I receive one during your tenancy.

Type of service	Intended shutoff date	Affects
		☐ unit ☐ common areas ☐ both

Landlord or agent name, landlord

Tenant name, tenant (received)

Your name or company _____

Mailing address _____ · Phone _____ · Email _____

Move-In Inspection Checklist

Rental address			
Tenant(s)			
Date			
Room / item	Condition at move-in	Photo #	Notes (existing wear or damage)
Living areas			
Walls and ceiling			
Floors / carpet			
Windows, screens, blinds			
Doors, locks, lights			
Kitchen			
Counters and cabinets			
Appliances			
Sink and plumbing			
Bathroom(s)			
Tub / shower and toilet			
Sink, vanity, floors, walls			
Bedrooms			
Walls and floors			
Closets, doors, windows			
Whole unit			
Smoke / CO alarms, heating and cooling			
Other: _____			

Landlord or agent name, landlord

Tenant name, tenant

Both keep a copy. The tenant may add notes within _____ days of moving in. At move-out, compare the unit against this record.

Your name or company _____

Mailing address _____ • Phone _____ • Email _____

Move-In Handoff and Receipt of Documents

Rental unit _____

Tenant(s) _____

Move-in date _____

Keys and access

Item	How many	Item	How many
Unit door keys		Mailbox keys	
Building / entry keys or fobs		Garage remote or parking	

☐ The unit's locks were changed or rekeyed on _____, before this move-in.

Smoke and carbon monoxide alarms

☐ Every smoke and CO alarm in the unit was tested together at move-in and works.

Testing and care: press each alarm's test button once a month. Don't disconnect an alarm or remove its batteries.

Tell _____ at _____ right away if an alarm chirps, fails a test, or goes missing.

Documents received

- ☐ Signed lease, with the City of Chicago RLTO summary attached
- ☐ City of Chicago security deposit interest rate notice
- ☐ Security deposit receipt
- ☐ Owner, manager and building disclosures
- ☐ City of Chicago bed bug brochure
- ☐ Heating cost disclosure (if I pay for heat)
- ☐ EPA lead pamphlet and lead disclosure (building built before 1978)
- ☐ IEMA "Radon Guide for Tenants" and radon disclosure
- ☐ Flood disclosure
- ☐ Copy of the move-in inspection checklist

Tenant name, tenant

Landlord or agent name, landlord

Signed on the move-in date above. Signing confirms the documents checked were received; it doesn't change the lease.