

THE COUNCIL OF THE DEVON

The Devon Condominium
2401 Pennsylvania Avenue, #106
Wilmington, Delaware 19806
Phone: (302) 658-5366
Fax: (302) 658-5647

DEVON OWNER CHECK LIST TO PROCESS TENANT

OWNER MUST SECURE

1. Business license from City
2. Property manager, if the owner is not functioning as property manager
3. Homeowners insurance
4. Signed lease – minimum of 1 year
5. Signed Lease Addendum
6. Signed Lead paint disclosure

COPIES TO TENANT

7. Lease and lease addendum
8. Devon Rules and Regs
9. Lead paint disclosure
10. Lead paint printed brochure
11. Delaware Landlord Tenant Code Summary

COPIES TO DEVON – PRIOR TO TENANT'S MOVING IN

12. Lease signed by owner and tenant
13. Lease Addendum signed by owner and tenant

RECOMMENDED

14. Application
15. Credit Report
16. References from employer
17. References from prior landlord
18. Income test (tenant grosses 3X the monthly rent)
19. Renters Insurance with owner as additional insured