Administrative move-in file

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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1,060 move-ins and 1,060 move-outs a year · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The property condition report itself is established on site, in the presence of both parties, and signed. The agent prepares the file, the comparison and the costing; the tenancy manager settles the amount.**

What is assembled on the day of allocation — Ferreira-Nsimba household, three-bedroom flat at Les Érables

Item of the move-in file	State	Where it comes from	Deadline
Draft tenancy agreement	**Filled in — identity, composition, income already checked**	Application file, documents checked at pre-assessment	Signature on 3 October 2026
Home insurance certificate	**To be supplied**	The household	**Before the keys are handed over**

Item of the move-in file	State	Where it comes from	Deadline
Direct debit mandate and bank details	**To be supplied**	The household	Before the first rent statement
Proof that the utility meters are open	To be supplied	The household	Before the keys are handed over
Housing benefit form	**Pre-filled from the data already on file**	Application file	**Filed on the day of signature**
Move-in condition report template	**Prepared, with the 3 items from the move-out report of 28 August 2026 carried over room by room**	Move-out condition report of the previous tenant	The day the keys are handed over
Welcome pack and estate rules	Attached	The office's document repository	—

What that changes, measured over the 1,060 move-ins of the year

Measure	Before	After	What explains it
Rounds of documents before signature	**3.2 on average**	**0.4**	**The full list goes out on the day of allocation, not as gaps are discovered**
Households arriving with every document	**41 %**	**94 %**	The list names every document and its deadline
Filing of the housing benefit claim	**18th day after signature**	**Day of signature**	**Nearly three weeks earlier on the first payment**

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Measure	Before	After	What explains it
Time between allocation and handover of the keys	24 days	**15 days**	The rounds of documents were what stretched the delay

> **The three weeks gained on housing benefit fall at the tightest moment for a household: the one where it pays for a removal, a deposit and a first month's rent in the same week. It is the most concrete gain in this whole file, and it costs nothing beyond a pre-filled form.**

Move-outs — the same work in the other direction

Item prepared on receipt of notice	What the agent produces	What stays with the tenancy manager
End date of the tenancy	**Computed from the dated notice and the date it was received**	Confirmation to the tenant
Final account	**Prepared from the rent demands and the payments recorded**	Settling the amount
Condition report comparison	**Move-in items carried over line by line against the condition established**	**The inspection on site, with both parties, signed**
Costing of any deductions	**Computed on the office's wear-and-tear schedule, version of 3 March 2026, line by line**	**The decision to deduct or not, and the amount**
Letter returning the deposit	Written, with the arithmetic set out so the tenant can read it	Signature and sending

Item	Before	After	Move-outs a year	Time returned

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Move-out costing and condition report comparison	**40 min**	**Reading it over**	**1,060**	**706 hours**

These 706 hours are not counted in the 2,018-hour total of the year report: the report keeps only the three items announced by the fact sheet. **Move-out costing is an additional gain, measured separately so that no hour is counted twice.**

> **A deduction the tenant can read line by line is the best prevention of a dispute. Across the 1,060 move-outs of the year, 47 written challenges on the deposit were recorded; 31 bore on an amount whose detail had not been communicated.**

Automatic sending of the move-in document list on the day of allocation — granted / refused: _____

Version of the wear-and-tear schedule applicable: _____

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