

**PRE-ADMISSION CHECKLIST**

* **DEPOSIT –** Submit the Future Residency Agreement form with a $3,500 deposit, and reserve an apartment. For respite care, the Future Respite Request should be submitted with a $500 deposit.
* **TUBERCULOSIS (TB) CLEARANCE** – Please see the Tuberculosis Testing handout to ensure you are in compliance with The Plaza and Department of Health regulations.
* **ADMISSION ORDERS** – Your Primary Care Physician must complete both the Admission Orders and History & Physical/Annual Physical documents within 30 days of your move-in. If you do not have a local Primary Care Physician, you will need to establish one prior to moving in.
* **NURSING ASSESSMENT** (60 minutes) – Upon receiving your Admission Orders, The Plaza staff will contact you to schedule a Nursing Assessment, which must be completed within 30 days of your move-in. \*Please bring your prescriptions and over-the-counter medications to the assessment.
* **ADMISSION PAPERWORK** (45 minutes) – The resident(s) and their family can choose to complete their Admission Paperwork on the same day as their assessment or on a separate day. Please bring the following items and completed forms with you:
* Move In Record (to be completed by resident or family)
* Life Story (to be completed by resident or family)
* Picture ID, insurance cards, and Medicare card
* **If applicable:** POLST, advance directives, living will, power of attorney, durable power of attorney, and guardianship papers
* **For resident drivers**: Drivers license, vehicle registration, and vehicle insurance
* **For pet owners**: See the Pet Policy for a list of required documents to bring

**ASSESSMENT & PAPERWORK DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **MOVE-IN** – The Plaza staff will work with you to schedule a move-in date and time. If requested, you may reserve the elevator (freight, if available) to move in furniture and other bulky items. On move-in day, please bring payment for your 1st month’s rent and any outstanding documents. Please check in with the concierge and a staff member will give you your apartment keys and do an apartment inspection with you.

**MOVE-IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**