

LEASE-SIGNING CHECKLIST



Before you commit to renting a housing unit, you should clearly understand the responsibilities involved with each of the following terms. They should be explicitly identified in your lease. Compare any lease you are considering signing with applicable tenant-landlord laws. As you are reading through your lease, make sure the following items are addressed within the document. If some things are not addressed, be sure to ask the landlord about his or her policy regarding those items. You may also request to have items added to the lease.

RENT

- Amount
- Due date
- Penalty for late payment
- Reduction for advance payment
- Price changes
- Conditions for price changes

SECURITY/DAMAGE DEPOSIT

- Amount
- Conditions for return
- Date for return

TERMINATION

- Ability to sublet
- Conditions for sublet
- Conditions for terminating lease

PARKING

- Location
- Limitations

ADDITIONAL COSTS

- Utilities (gas,electric,phone,water)
- Pet-related charges/deposit
- Overnight or weekend guests
- Parking
- Furnishings
- Cleaning
- Other

RESTRICTIONS

- Smoking
- Noise
- Storage
- Pets
- Decor (picture hanging, painting)
- Conduct
- Parties
- Waterbeds

TIME OF OCCUPANCY

- Dates (be exact)
- Requirements for moving notification or renewal
- Number of occupants (min and max)

DAMAGES

- Responsibility for the damages
- Assessment of damages
- Responsibility for repairs

CHANGES IN AGREEMENT

- Conditions for changes of agreement
- Process for changing agreement

LAUNDRY FACILITIES

- Provision of facilities
- Ability for tenant to install machines
- Other limitations

INSPECTION

- When
- By whom (landlord, add'l inspectors)
- Use of rental inventory
- Letter of compliance
- Notification of inspection

CLEANING

- Responsibility
- Frequency
- Equipment provided

SPECIAL CONSIDERATIONS

- Planned improvements/special work

OWNER

- Name/address of property owner
- Name/address of property manager