



Lease Signing Checklist

Renting an apartment is a very important decision that involves a lot of money. Make sure you are ready and informed to make the best choice for you.

RENT

- Amount due
- Due date
- Penalty for late payment
- Reduction for advance payment
- Can rent be raised, under what conditions
- Who is responsible: Joint and Severable Clauses

SECURITY/DAMAGE DEPOSIT

- Amount
- Apartment condition inventory at move-in
- Conditions for security deposit return
- Date for security deposit return

TERMINATION

- Ability to sublet, under what conditions
- Conditions for terminating lease

INSPECTIONS

- When and by whom
- How is notification given
- Pre/Post use of rental inventory

DAMAGES

- Responsibility for damages
- Assessment of damages
- Who makes repairs
- Who notifies repair person

LAUNDRY

- Location and cost of facilities
- Ability for tenant to install machines

SPECIAL CONSIDERATIONS

- Planned improvements and completion date

OWNER

- Name and address of property owner
- Name and address of property manager
- Emergency contact information
- Landlord's right to enter apartment

RESTRICTIONS

- Smoking
- Noise
- Storage of property
- Pets
- Conduct, house rules, including parties
- Waterbeds
- Alterations, picture hanging, painting

CLEANING

- Who is responsible
- How often
- Equipment provided

PARKING

- Location: on- or off-street
- Limitations/Fees

TIME OF OCCUPANCY

- Exact dates
- Moving notification and renewal requirements
- Number of occupants (min. and max.)

CHANGES IN AGREEMENT

- Conditions for changes of agreement
- Process for changing agreement

ADDITIONAL COSTS

- Who pays utilities: gas, electric, phone
- Charge/Deposit for pets
- Overnight or weekend guests
- Parking
- Furnishings: furnished or unfurnished
- Lawn care: mowing and leaves
- Cleaning
- Other

SAFETY CONSIDERATIONS

- Smoke detectors
- Window locks
- Deadbolts on exterior doors
- Carbon