



# LEASE CHECKLIST

- Read the lease very carefully; do not sign a lease or any agreement until every passage is fully clear to you!
- You have the right to omit undesirable portions of the lease if all parties agree. Any changes of the lease should be in writing. Both parties should initial and date changes on the lease.
- Keep copies of all documents signed.

## **Rent, Security Deposit & Other Costs**

Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_ Late Charges: \_\_\_\_\_

Where to Send Rent Payment: \_\_\_\_\_

Can Rent be Raised? \_\_\_\_\_ Maximum Number of Occupants Allowed by Law: \_\_\_\_\_

Are You Joint and Severally or Individually Liable? \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_ Date for Return: \_\_\_\_\_

Conditions for Security Deposit Return: \_\_\_\_\_

Amount Owed at Time of Signing (i.e. Security Deposit, 1<sup>st</sup>, Last Month's Rent): \_\_\_\_\_

## **Utilities Parking and Pets**

Utilities Paid by Tenants: \_\_\_\_\_

Utilities Paid by Landlord: \_\_\_\_\_

Parking Available: \_\_\_\_\_ How many Spaces? \_\_\_\_\_ Cost: \_\_\_\_\_

Pets Allowed: \_\_\_\_\_ Deposit for Pets: \_\_\_\_\_

## **Time of Occupancy**

Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

Time Required for Notice to Renewal: \_\_\_\_\_

Time Required for Notice of Move-Out: \_\_\_\_\_

**(OVER)**

**Damages & Repairs**

Will a Cleaning Charge be Assessed? \_\_\_\_\_

Who is Responsible for Damages? \_\_\_\_\_

How is Damage Assessed? \_\_\_\_\_

Who is Responsible for Repairs? \_\_\_\_\_

Landlord/Maintenance Contact Information: \_\_\_\_\_

**Snow Removal & Lawn Care**

Who is Responsible for Lawn Care and/or Snow Removal? \_\_\_\_\_

**Subleasing & Lease Termination**

Can Unit be Subleased? \_\_\_\_\_

Conditions for Lease Termination: \_\_\_\_\_

**Other Conduct/House Rules**

Smoking Allowed? \_\_\_\_\_

Any Guests Restrictions? \_\_\_\_\_ Guest Parking? \_\_\_\_\_

Property Storage? \_\_\_\_\_ Waterbeds Allowed? \_\_\_\_\_

Any Restrictions on Alterations, Picture Hanging & Painting? \_\_\_\_\_

Other: \_\_\_\_\_

**Improvements**

Any special work improvement planned? \_\_\_\_\_

What are acceptable work hours? \_\_\_\_\_

Projected completion date? \_\_\_\_\_

***Disclaimer: Legal Information Is Not Legal Advice***

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