**Lease Signing Checklist**

Before committing to sign a lease and rent an apartment, it is crucial to read through and understand your lease very carefully and thoroughly. The following items should be explicitly identified in your lease. 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:** $________, $/person________
- [ ] Separately or one check
- [ ] Due date
- [ ] Penalty for late payment
- [ ] Reduction for advance payment
- [ ] Price changes (Can rent be raised? How far in advance would tenants be notified?)
- [ ] Conditions for price changes

**Initial Cost:** $________, $/person________
- [ ] Realtor Fee
- [ ] Rent Advance
- [ ] Security Deposit
- [ ] Conditions/date for deposit return

**Termination**
- [ ] Ability to sublet / conditions
- [ ] Conditions for sublet
- [ ] Conditions for terminating lease (60 days notice? Other?)

**Additional Costs:** $________, $/person________
- [ ] Utilities (i.e gas, electricity, phone, water)
- [ ] Pet-related charges/deposit
- [ ] Furnishing
- [ ] Cleaning
- [ ] Moving
- [ ] Snow removal
- [ ] Lost Keys/Lock Change

**Restrictions**
- [ ] Pets
- [ ] Alterations (i.e picture hanging, painting)
- [ ] Noise
- [ ] Storage of property
- [ ] Conduct
- [ ] Smoking
- [ ] Parties
Time of Occupancy
[ ] Exact dates
[ ] Requirements for moving in notice
[ ] Requirements for renewal of lease notice
[ ] Number of occupants (min or max)

Damages
[ ] Responsibility for damages
[ ] Assessment of damages
[ ] Responsibility for repairs
[ ] Who notifies the repair person
Property Manager / On-Call Repair
Reporting pest control

Changes in Agreement
[ ] Conditions for changes of agreement (adding roommates, process for changing lease)
[ ] Process for changing agreement

Laundry Facilities
[ ] Provision of facilities
[ ] Ability for the tenant to install machines
[ ] Other limitations

Inspection
[ ] When
[ ] By whom (i.e landlord, additional inspectors, state)
[ ] Use of rental inventory
[ ] Letter of compliance
[ ] Notification of inspection

Cleaning
[ ] Responsibility/Frequency
[ ] Equipment provided

Special Considerations
[ ] Planned improvements/special work
[ ] Smoke detectors
[ ] Window locks
[ ] Deadbolts on exterior doors
[ ] Carbon monoxide detectors
[ ] Air conditioning

Owner
[ ] Condo vs. Apartment
[ ] Owner/Manager contact information