

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

