The LEASE SIGNING Checklist

Renting an apartment is a very important decision that involves a lot of money. Before you sign your lease, take some time to read through it with a professional and make sure the following are included and you agree to the terms.

RENT
- Amount due
- Due date
- Penalty for late payment
- Can rent be raised? Under what conditions?

SECURITY / DAMAGE DEPOSIT
- Amount
- Apartment condition inventory at move-in
- Conditions/date for security deposit return

TERMINATION
- Ability to sublet? Under what conditions?
- Ability to terminate lease? Under what conditions?

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 the repair person

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

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

CLEANING
- Who is responsible
- How often
- Equipment provided

CHANGES IN AGREEMENT
- Process for changing agreement

OWNER
- Name and address of property owner/manager
- Emergency contact information
- Landlords right to enter the apartment

RESTRICTIONS
- Smoking
- Noise
- Storage of Property
- Pets
- Conduct, house rules, parties
- Alterations, picture hanging, painting

TIME OF OCCUPANCY
- Exact dates
- Moving notification & renewal requirements
- Number of occupants: min and max

ADDITIONAL COSTS
- Who pays utilities: gas, electric, phone
- Charge / deposit for pets
- Overnight or weekend guests
- Parking
- Furnishings: furnished or unfurnished
- Snow removal: sidewalks and driveways
- Lawn care: mowing and leaves
- Cleaning

SAFETY CONSIDERATIONS
- Smoke detectors
- Window locks
- Deadbolts on exterior doors
- Carbon monoxide detectors

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