Lease Signing Checklist
Renting is a very important decision that involves a lot of money. Before signing a lease, make sure you understand it and agree to the terms listed in it. Below are some items you should look at in the lease agreement.

RENT
_____ Amount due
_____ Due date
_____ Penalty for late payment
_____ Reduction for advance payment
_____ Can rent be raised, under what conditions
_____ Who is responsible

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 & completion date

OWNER
_____ Name and address of property owner
_____ Name and address of property manager
_____ Emergency contact information
_____ Landlords’ 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