

Rental Agreement Checklist

Before you commit yourself to renting an apartment or room you should clearly understand the responsibility connected with the following terms. It is best if they are spelled out on your lease. Remember, what is required of you by the lease must be consistent with the obligation imposed on tenants and landlord with the law.

RENT

- _____ Amount Due?
- _____ When and where due?
- _____ Penalty for late payment?
- _____ Reduction for advance payment?
- _____ Can rent be raised?
- _____ Under what conditions can it be raised?

TIME OF OCCUPANCY

- _____ Exact dates?
- _____ Time required for given notice, Renewal, extension?
- _____ Is lease automatically renewable?
- _____ Under what terms is it automatically renewable?
- _____ Number of occupants? (Maximum number)
(Law states maximum 4 unrelated persons)

SECURITY/DAMAGE DEPOSIT

- _____ Amount?
- _____ Conditions for return?
- _____ Date for Return?

DAMAGES

- _____ Are all tenants equally responsible for damages?
- _____ How will they be assessed?
- _____ Who makes repairs?
- _____ Who notifies repair person?

TERMINATION

- _____ Can unit be sublet or assigned?
- _____ Under what conditions?
- _____ Other conditions under which the lease can be terminated?

OWNER

- _____ Emergency contact information
- _____ Name, address & phone of property owner
- _____ Same for manager

ADDITIONAL COSTS

- _____ Who pays the utilities (gas, water, phone, electricity?)
- _____ Charge/deposit for pets?
- _____ Overnight or weekend guests?
- _____ Parking?
- _____ Furnished?
- _____ Cleaning of common areas?
- _____ For how long am I responsible to keep the utilities on?

LAUNDRY

- _____ Are machines provided?
- _____ May tenants install their own?
- _____ Other limitations?

INSPECTION

- _____ When may landlord enter?
- _____ How much notice will be required?
- _____ Who else may enter?
- _____ Check-in inventory
- _____ When was the last time the dwelling was inspected by code?

PARKING

- _____ Where
- _____ Limitations

RESTRICTIONS

- _____ Smoking
- _____ Stereo
- _____ Property Storage
- _____ Pets
- _____ Alterations, picture hanging, painting
- _____ Waterbeds
- _____ Parties
- _____ Overnight guests



Consumer and Tenant Affairs

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