**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 unite 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**

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