



# The **LEASE SIGNING** Checklist

Renting an apartment is a very important decision that involves a lot of money. Before you sign your lease, you should have a lawyer look over the lease to make sure that everything is all right. You have a free lawyer here at Syracuse University who will meet with you and look over your paperwork. The meeting will take approximately 30 minutes, and you will not be charged; this is a free service to you. The lawyers will answer any questions that you have and will give you some helpful information on protecting your security deposit.

## **RENT**

- Amount due
- Due date
- Penalty for late payment
- Reduction for advance payment
- Can rent be raised, under what conditions
- Who is responsible: Joint and Severable Clauses

## **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 and completion date

## **OWNER**

- Name and address of property owner
- Name and address of property manager
- Emergency contact information
- Landlord's 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
- Snow removal: sidewalks and driveway
- Lawn care: mowing and leaves
- Cleaning
- Other

## **SAFETY CONSIDERATIONS**

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