

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 & 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
- _____ Snow removal
- _____ Lawn Care: Mowing and leaves
- _____ Cleaning
- _____ Other

SAFETY CONSIDERATIONS

- _____ Smoke Detectors
- _____ Window Locks
- _____ Deadbolts on exterior doors