

LEASE-SIGNING CHECKLIST



Before you commit to renting a housing unit, you will want to clearly understand the responsibilities involved with each of the terms below. They should be explicitly identified in your lease. Compare any lease you consider signing with applicable tenant-landlord laws. Some helpful links in this area are:

Fair Housing Rights <http://www.hud.gov/offices/fheo/FHLaws/yourrights.cfm>
Tenant Rights <http://www.hud.gov/local/ca/renting/tenantrights.cfm>
Residential Lease/Rental Agreement - <http://www.lectlaw.com/forms/f091.htm> (specific for State of CA)
Fair Housing Hotline -1-800-446-3247

As you are reading through your lease, make sure the following items are addressed within the document. If some things are not addressed, be sure to ask the landlord about his or her policy regarding those items. You may also request to have items added to the lease. For questions about leases and legal issues involved in tenant-landlord relationships, you can follow the links above.

RENT

- _____ Amount
- _____ Due Date
- _____ Penalty for late payment
- _____ Reduction for Advance Payment
- _____ Price Changes
- _____ Conditions for price change

SECURITY/DAMAGE DEPOSIT

- _____ Amount
- _____ Conditions for return
- _____ Date for return

TERMINATION

- _____ Ability to sublet
- _____ Conditions for sublet
- _____ Conditions for terminating lease

PARKING

- _____ Location
- _____ Limitations
- _____ Street Sweeping

TIME OF OCCUPANCY

- _____ Dates (be exact)
- _____ Requirements for moving notification or renewal
- _____ Number of occupants (min/max)

DAMAGES

- _____ Responsibility for changes of agreement
- _____ Assessment of damages
- _____ Responsibility for repairs

CHANGES IN AGREEMENT

- _____ Conditions for changes of agreement
- _____ Process for changing agreement

LAUNDRY FACILITIES

- _____ Provision of facilities
- _____ Ability for tenant to install machines
- _____ Other limitations

INSPECTION

- _____ When
- _____ By whom (landlord, others?)
- _____ Letter of compliance
- _____ Notification of inspection

ADDITIONAL COSTS

- _____ Utilities
- _____ Overnight/Weekend guests
- _____ Parking
- _____ Furnishings
- _____ Cleaning
- _____ Other

RESTRICTIONS

- _____ Noise
 - _____ Storage
 - _____ Pets
 - _____ Alterations (painting/picture hanging, etc.)
 - _____ Conduct
 - _____ Parties
 - _____ Waterbeds
 - _____ Other _____
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CLEANING

- _____ Responsibility
- _____ Frequency
- _____ Equipment provided

SPECIAL CONSIDERATIONS

- _____ Planned improvements/special work

OWNER

- _____ Name and address of Property Owner
- _____ Name and address of Property Manager