



Lease Agreement Checklist

Parties & Premises

Verifies correct identification of landlord/tenant and accurate description of the property.

Landlord's Full Legal Name

Write something...

Tenant's Full Legal Name(s)

Write something...

Property Address (Street Number and Name)

Write something...

Property Address (Apartment/Unit Number, if applicable)

Write something...

City, State, Zip Code

Write something...

Detailed Description of Property (e.g., including appliances, parking space)

Write something...

Number of Bedrooms

Enter a number...

Number of Bathrooms

Enter a number...

Property Type

- ☐ Apartment
- ☐ House
- ☐ Condo
- ☐ Townhouse
- ☐ Other

Lease Term & Rent

Confirms the lease start and end dates and the agreed-upon rental amount.

Lease Start Date

Enter date...

Lease End Date

Enter date...

Monthly Rent Amount

Enter a number...

Rent Payment Method(s) Accepted

Write something...

Late Fee Amount (if applicable)

Enter a number...

Date Late Fee Applied (if applicable)

Enter date...

Grace Period for Rent Payment (if applicable)

Write something...

Rent Increase Clause (Yes/No)

☐ Yes

☐ No

Security Deposit

Ensures proper handling and accounting for the security deposit, including return procedures.

Security Deposit Amount

Enter a number...

Permitted Deductions Explanation (e.g., unpaid rent, damages)

Write something...

State Law Regarding Interest on Security Deposit?

☐ Applicable (State Law Requires Interest)

☐ Not Applicable (No State Law)

Date Security Deposit Received

Enter date...

Conditions for Return of Security Deposit (e.g., property in same condition)

Write something...

Maximum Timeframe for Security Deposit Return (Days)

Enter a number...

Method of Return for Security Deposit?

- ☐ Mail
- ☐ Personal Delivery
- ☐ Electronic Transfer

Documentation of Pre-existing Property Conditions (e.g., move-in checklist)

Write something...

Utilities & Services

Clarifies responsibility for utility payments and other services.

Which Utilities are Tenant Responsible For?

- ☐ Electricity
- ☐ Gas
- ☐ Water
- ☐ Sewer
- ☐ Trash/Garbage
- ☐ Internet
- ☐ Cable TV

Which Services are Tenant Responsible For?

- ☐ Landscaping
- ☐ Snow Removal
- ☐ HOA Fees

Utility Account Numbers (if applicable)

Enter a number...

Specific Utility Instructions or Details

Write something...

Method of Utility Readings (if applicable)

- ☐ Landlord Reading
- ☐ Tenant Reading
- ☐ Submetered Billing

Maintenance & Repairs

Outlines responsibilities for property maintenance and repair requests.

Landlord's Responsibilities for Maintenance:

Write something...

Tenant's Responsibilities for Maintenance:

Write something...

Maximum Response Time for Repair Requests (in hours):

Enter a number...

Method for Reporting Maintenance Issues:

- ☐ Phone
- ☐ Email
- ☐ Online Portal
- ☐ Written Notice

Date of Next Scheduled HVAC Maintenance:

Enter date...

Who is responsible for pest control?

- ☐ Landlord
- ☐ Tenant
- ☐ Shared Responsibility

Specific Details Regarding Appliance Maintenance (e.g., refrigerator, oven):

Write something...

Rules & Regulations

Details any specific rules or regulations tenants must adhere to.

Pet Policy Confirmation

- ☐ Pets Allowed
- ☐ Pets Prohibited
- ☐ Pets Allowed with Restrictions

Specific Pet Restrictions (if applicable)

Write something...

Smoking Policy

- ☐ Smoking Allowed
- ☐ Smoking Prohibited
- ☐ Designated Smoking Areas Only

Noise Restrictions Details

Write something...

Guest Policy

- ☐ Guests Allowed - No Restrictions
- ☐ Guests Allowed - Limited Duration
- ☐ Guests Limited - Requires Prior Approval

Parking Regulations Details

Write something...

Alterations to Premises

- ☐ Tenant Cannot Make Alterations
- ☐ Tenant Can Make Alterations with Landlord Approval

Default & Termination

Explains circumstances leading to lease default and termination procedures.

Number of Days Grace Period for Rent Payment

Enter a number...

Description of Events Constituting Lease Default

Write something...

Date Notice of Default Must Be Served

Enter date...

Procedure for Tenant Opportunity to Cure Default (if applicable)

Write something...

Method of Delivering Notice of Termination

- ☐ Certified Mail
- ☐ Personal Delivery
- ☐ Other (Specify)

Date Tenant Must Vacate Property Upon Termination

Enter date...

Consequences of Unauthorized Occupancy After Termination

Write something...

Method for Returning Unused Rent/Security Deposit

- ☐ Mail
- ☐ Personal Delivery

Insurance & Liability

Addresses liability for damages and insurance requirements.

Landlord's Insurance Coverage?

- ☐ Yes, confirmed
- ☐ No
- ☐ Unknown

Tenant's Insurance Required?

- ☐ Yes
- ☐ No
- ☐ Unknown

Description of Required Tenant Insurance (if applicable)

Write something...

Required Tenant Insurance Coverage Amount (if applicable)

Enter a number...

Indemnification Clause Review – Is it reasonable and compliant?

Write something...

Is there a Waiver of Subrogation Clause?

Write something...

Liability Coverage Adequacy Assessment

- ☐ Reviewed and adequate
- ☐ Needs Review
- ☐ Not Reviewed

Notes on Liability & Insurance Review

Write something...

Amendments & Signatures

Confirms proper authorization and signatures on all lease amendments.

Amendment Effective Date

Enter date...

Description of Amendment

Write something...

Landlord Printed Name

Write something...

Landlord Signature

Tenant Printed Name

Write something...

Tenant Signature

Date Signed

Enter date...

Legal Compliance

Ensures the lease agreement complies with all applicable state and local laws.

State Law Compliance Check

- ☐ Verified for compliance with [State] landlord-tenant laws
- ☐ Not yet verified

Specific State Law Notes

Write something...

Fair Housing Act Compliance

- ☐ Acknowledged and complied with Fair Housing Act requirements
- ☐ Needs Review

Accessibility Compliance (ADA)

Write something...

Required Notice Period (Days)

Enter a number...

Last Legal Review Date

Enter date...