

LEASING CHECKLIST 1: Basic Criteria

INSTRUCTIONS: This checklist should be used prior to lease signing to perform a lease review with your client. **All items in the Basic Criteria section must be "Yes" prior to signing the lease.**
If "No" is indicated for any of the below questions, the lease must be revised so that it meets the "Yes" criteria.

GENERAL INFORMATION	Yes	No	N/A
1. Is the building owner (or agent) identified on the lease?			
2. Is the complete address including unit number present?			
3. Does the lease indicate the complete lease term (beginning and end dates)?			
4. Is the lease term at least one year, for CoC-funded projects?			
5. Are the names of the authorized occupants listed on the lease?			
RENT PAYMENT AND FEES	Yes	No	N/A
6. Is the rent per month listed?			
7. Is the move-in fee reasonable? Have you requested the landlord's policy for move-in fees? Make sure that the move-in fee doesn't change for individuals that receive rental assistance.			
8. Does the lease indicate various ways to pay rent?			
9. Does the lease indicate when the rent is due?			
10. If there is a late fee charged after the due date, does it comply with the CRLTO (Chicago Residential Landlord and Tenant Ordinance)?			
RECORD KEEPING	Yes	No	N/A
11. Did the tenant receive a receipt for their security deposit or nonrefundable move-in fee?			
12. If this unit is in a building with six (6) or more units and is not owner occupied, does the lease indicate the required level of interest accrual (presently .01%) for the security deposit?			
13. Aside from the lease, is there a rental assistance agreement on file between the agency and the participant (also referred to as tenant)?			
14. Has the participant agreed to the rental assistance expectations?			
FAIR MARKET RENT (FMR) AND RENT REASONABLENESS	Yes	No	N/A
15. If the rent does not include utilities, is the rent plus approximate utility cost for the unit below the FMR? See https://www.huduser.gov/portal/datasets/fmr.html			
HUD DISCLOSURES	Yes	No	N/A
16. Did the tenant receive information regarding the hazards of lead in the home?			
17. Was there a VAWA (Violence Against Women Act) addendum provided with the lease?			

LEASING CHECKLIST 2: Best Practices

Instructions: If "No" is indicated for any of the below questions, consider requesting that the lease be revised such that it satisfies the "Yes" criteria.	Yes	No	N/A
1. Does the lease term meet the funding criteria (i.e. one year for ESG-funded and SSVF projects)?			
2. Does the tenant have the right to sublet the apartment if they cannot fulfill the occupancy term of the lease?			
3. Does the lease indicate whether certain utilities (for example, heat and hot water) are included in rent?			
4. Does the lease specify how long guests can visit?			
5. Does the lease specify times when noise should be kept to a minimum?			
6. Are all appliances (stove & refrigerator) supplied by the owner/property manager?			
7. If no stove is supplied, are other appliances/amenities (for example, a hot plate or microwave oven) provided in lieu?			
8. Were there any damages present during the final walk-thru? If so, were they photographed and documented as an addendum to the lease?			
9. Did the client receive information on bedbugs with the lease?			
10. Was the participant provided a basic move-in orientation (or move-in packet) which covers: <ul style="list-style-type: none"> • How to submit a work order for repair with their landlord? • What building concerns to address with your landlord immediately? • Where and/or how to pay rent (when a tenant portion is required)? • What is my case worker's name and contact information? • Helpful resources regarding how to maintain an apartment on a budget? 			