



## Lease Review Sheet

**HOUSEHOLD NAME:** \_\_\_\_\_

|   |                            |           |
|---|----------------------------|-----------|
| What is the exact address of the property you will be living in?              |                            |           |
| How long is the lease for?  | Start Date                 | End Date  |
| What is the amount of rent \$<br>If returned, the security goes back to:      | Security Deposit Amount \$ |           |
| What day of the month is rent due?<br>Is there a late fee?                    | After how many days?       | Amount \$ |
| Who do you pay rent to?<br>Name<br>Phone                                      | Address<br>Email           |           |
| What types of payments can be used for rent? (if cash, get a receipt!)        |                            |           |
| Who do you contact for repairs or problems?<br>Name<br>Phone                  | Address<br>Email           |           |
| Are there any other fees?   | Amount Paid \$             | For What? |
| What utilities are included in your rent?                                     |                            |           |
| What costs are you responsible for? (if utility, switch into your name ASAP!) |                            |           |
| Are pets allowed?   |                            |           |





|   |  |
|---|--|
| Is smoking allowed?   | If so, what are the rules regarding smoking? |
| Is there a limit to how many nights a guest may stay?                     | Number of nights allowed:                    |
| Can additional people move in with you?<br>If so, what must be done?      |  |
| What is required if you want to move?<br>What type of notice is required? |  |
| Additional Important Information:   |  |





## Apartment Walkthrough

**HOUSEHOLD NAME:** \_\_\_\_\_ **DATE OF WALKTHROUGH:** \_\_\_\_\_

**Make Sure to take photos of any concerns!** Documenting the condition of a rental property before you move in is a great way to help ensure that your security deposit is returned if you decide to move. This can be a very simple thing to do. In the top row is the name of each room in your apartment. The column on the left side of the page has some basic items you should check for in each room. Walk through each area of the apartment and note any issues.

|  | Living Room | Kitchen | Bathroom | Bedroom 1 | Bedroom 2 | Other |
|--|-------------|---------|----------|-----------|-----------|-------|
| <b>Ceilings/Walls</b><br>Look for cracks/<br>holes/peeling/<br>paint/water stains  |             |         |          |           |           |       |
| <b>Floors</b> Look for<br>rips/holes/stains/burn<br>marks/wear   |             |         |          |           |           |       |
| <b>Windows</b> Note if latches<br>are in working order/ if<br>there are cracks in the<br>glass   |             |         |          |           |           |       |
| <b>Electrical</b> Make sure<br>outlets and switches are<br>in working order. Make<br>sure light fixtures are in<br>working order or if they<br>are chipped or cracked. |             |         |          |           |           |       |
| <b>Appliances</b> Note if they<br>are in working order and<br>if they have any<br>scratches or dents.  |             |         |          |           |           |       |
| <b>Safety</b> Check that all<br>locks work. Make sure<br>there are smoke<br>detectors in the unit and<br>that they work.   |             |         |          |           |           |       |