

Lease Quick Guide

to be completed by tenant and case manager/LLP

A lease is a legal agreement between you and your landlord that sets out the terms and conditions of your use of a rental unit. It's important that you read and understand exactly what you are signing. Work with your case manager or an LLP staff member to go over your rental agreement and find the following information.

Monthly rent amount (if you receive a voucher, write total amount and amount you are responsible for)	\$
Term of lease	Lease Start Date: Lease End Date:
Day of month rent is due	
Day of month late charges begin	
Charge for late rent check/returned rent check	\$
Forms of payment accepted	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Other _____
Utilities paid by you	<input type="checkbox"/> Electricity <input type="checkbox"/> Cable TV <input type="checkbox"/> Garbage/recycling service <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Other _____

Leases usually have a section called “Terms and Conditions”. This section sets out the rules of your tenancy. Use the list below to help find the rules. Use a highlighter to find those parts of your lease that set out a rule. Once you have found the rules, write the rules in your own words on the blank line next to the item.

- Occupants _____
- Pets _____
- Damage and repairs _____
- Care and maintenance _____
- Landlord access _____
- Visitors _____
- Letting others use your apartment _____
- Failure to pay rent _____
- Deposit refunds _____
- Termination _____
- Safety and smoke detectors _____
- Parking _____
- Notice of absence _____
- Other _____