

THINGS THAT MUST BE ON THE PROPOSED LEASE

PLEASE DO NOT SIGN PROPOSED LEASE

1. Name of tenant and owner/manager
2. Address of unit to be occupied
3. Term of initial lease (one year), which includes the renewal term
4. Amount of total rent
5. Amount of security deposit
6. Number of days required for moving notice (not more than 60 days)
7. Utilities provided by owner **and/or** tenant-Specify for each type of utility service
State the responsible party (owner or tenant) that will pay for heating, cooking, hot water, other electric (regular lighting), water, sewer, trash collection
8. Appliances provided by owner and/or tenant-Specify for each appliance
The responsible party (owner or tenant) that will supply a.c. unit, stove, refrigerator, etc.?
9. List of Services provided by management
10. Eviction procedures
11. Prohibition of discrimination by manager/owner (Fair Housing)
Sample: Landlord and Agent do not discriminate against Tenant(s) in the provisions of services, or in any other manner on the basis of race, color, religion, sex, age, national origin, familial status, elderliness, or handicap.
12. Lead paint disclosure

*The lease must contain all the provisions of the Tenancy Addendum

** There should be no conflicts of interest in the proposed/signed lease

After unit is approved and passed the inspection – we will advise the tenant to provide our office with a copy of the signed lease. The signed lease should have the above information also. Upon receipt of the signed lease, we will send you a contract to execute in order to initiate payments on your behalf.