

## Resource Guide: WHAT DOES YOUR LEASE SAY?

**Directions:** Bring a copy of your lease to your housing navigator and/or case manager so that you can review it together. Use this worksheet to write down the rules about your lease, and keep it in your files so you can review it if you need to. It is important that you understand your lease, because if you break any of the rules, you could be charged extra fees or even evicted.

KEY ITEMS IN A LEASE	YES/NO
Names of all residents and occupants	
Contact information	
Description of rental	
Term of the tenancy	
Rent	
Repairs and maintenance	
Entry to rental property	
Deposits and fees	
Rules and important policies	
Other restrictions/disruptive activities/etc.	
Renewal clauses and renewal policies	
PAYING FOR YOUR APARTMENT	
How much rent do I pay each month?	
When is my rent due each month?	
Where do I send my rent payment?	



How much is the damage/security deposit?	
If the rent is late, is there a late fee? How much is the late fee?	
When does the landlord start charging a late fee?	
If my check bounces, does that mean it's a late payment?	
When does the landlord start eviction if the rent is not paid?	
What utilities do I have to pay?	
Am I required to have tenant/renters Insurance? If so, or I wish to have it regardless how much is it a month?	
What else do I have to pay? (For example, extra charge for pets, garage, laundry, key deposit, service fee if my check bounces?)	

**RULES FOR MY APARTMENT**

What are the rules about noise?	
What pets are allowed? (kind of pet, number of pets, size of pets)	
Are there rules about how I have to do my housecleaning? Do I have to do any yard work?	
What happens if something breaks or someone damages my apartment? What should I do?	
Can the landlord come into my apartment anytime he wants to?	
What are the rules about someone living with me? How long can someone visit me (if they aren't living with me)?	



What happens if there is a police call to my apartment or someone in my family is arrested?	
What happens If someone in my apartment uses illegal drugs?	
How long is my lease? What happens if I want to move before my lease is up?	
What happens when my lease expires?	
What are the rules about landlord entry? Also, what are the rules for showings for other potential tenants/buyers?	
If I want to move out, how soon do I have to tell my landlord?	
What do I have to do to get my damage deposit back?	
What are the rules about tenant doing renovations?	
If my unit includes furniture: Is there already a list created that states the items and their conditions?	