

Lease Genius: Helping You Read Between the Lines

Application & Fees: Do not complete an application or pay the application or other fees until you have read and agree to the lease, application and all terms.

Jointly & Severally: Make sure everyone living in the apartment has their name on the lease. If their name is not on the lease, they don't have legal protections as tenants. Signing a lease together means you're collectively responsible for making sure rent is paid to the landlord on time.

Standard Lease Must Include:

- Date of Lease
- Landlord/property manager contact info
 - Name
 - Address
 - Phone
- Names of all tenants
- Lease property address and unit #
- Dates of Contract
 - Start
 - End
- Term of Contract
 - Tenant-at-Will
 - Fixed Term
- Total amount of rent
 - Monthly installments
- When rent is due
- Maintenance Contact information
 - Name
 - Address
 - Phone
- Space for Lessee(s) and Lessor to sign

Move-In (date & time): _____

Move-out (date & time): _____

Resigning Date: _____

Key return: _____

Cleaning Instructions: _____

Illegal Fees

- Rent increases
- Pet fee
- Holding fee
- Charge for extermination of insects, mice, or rats in dwellings with 2 or more units

Addendum Review:

- Pets
- Smoking regulation
- Minimum heat requirement
- AirBNB restriction, guest policy
- Apartment delivery as-is clause
- Ambiguous language
- Fees for repair: legitimate vs. negligence
- Extreme cleaning requirements/fees
- Ending lease early
- Legal notices (14 day, etc)
- Required written notice before moving out
- Additional addendums (lead, mold, etc.)
- Renter's Insurance
- Subletting Requirements
- Other:

Included Utilities (circled below):

Heat

Electricity

Water

Fees and Non-Refundable Terms:

Application Fee: _____

Broker Fee: _____

Subletting: _____

Late Rent: _____

Lock-out: _____

Termination: _____

Resigning: _____

Other: _____

Non-Refundable Terms: _____

Rent:

Monthly cost: _____ Due Date: _____

Method of payment? _____

Notes/Questions for Landlord:



Lease Genius: After Your Sign!

What to Receive:

- Copy of signed lease**
- Security deposit receipt includes**
 - Amount
 - Person receiving it
 - Name of landlord
 - Date received
 - Premise being rented
- Security Deposit bank receipt**
 - Bank name and location
 - Account number
 - Amount of Deposit
- Fee Disclosure/Schedule**
 - First Month Rent
 - Last Month Rent
 - Security Deposit
 - Broker Fee
 - Application Fee

Apartment Condition Statement : Fill out when you first move in (within 15 days) and return to your landlord to document any pre-existing damage. Keep a copy for yourself and take pictures both when you move in and when you move out —you can refer back to this in case you have funds taken out of your security deposit. Visit offcampus.northeastern.edu/resources for a blank copy.

Additional Information & Advice:

- * **No More Than 4:** The City of Boston has a zoning ordinance that requires that no more than 4 unrelated persons reside in one apartment unit. This is to avoid overcrowding and unsafe living conditions.
- * **Working smoke and carbon monoxide detectors** are the legal and financial responsibility of the landlord and must be present in your apartment.
- * **Pest extermination** (mice, bed bugs, etc.) is the responsibility of the landlord.* Do not pay for extermination yourself. (**unless you live in a single-unit dwelling, but still discuss with landlord*).
- * **Maintenance issues** are the joint responsibility of yourself and the landlord. Problems that arise due to your negligence and/or misuse will fall on you for cost of repair. But problems due to landlord negligence, reasonable wear & tear, or faulty systems are the landlord's responsibility to fix.
- * **Your landlord has a legal obligation to respond to your tenant concerns in a timely manner.** We advise that you communicate with your landlord in writing so that you can refer back to your conversations if you ever need to.
- * **Your lease does not protect against theft or damage to your belongings!** We highly recommend **renter's insurance** . It's affordable and protects you in many scenarios.
- * **Any oral agreements or promises must be in writing.** Examples include subletting, repairs made before moving in, included utilities, parking, laundry, etc.
- * **Know your rights and responsibilities!** Go to offcampus.northeastern.edu/rights-responsibilities.

