![IOR global services - ADVANCING GLOBAL TALENT]

CARTUS GE-PAID LEASE SUMMARY
*PLEASE NOTE: THIS IS NOT A LEGAL REVIEW

For DPM to Complete	
Assignee Name	
Monthly Rental Max. Budget SET BY GE	
IOR Destination Program Manager	
IOR Destination Services Consultant	

For Lease Reviewer to Complete		
Lease Reviewer		
Date		Page/Section #
Tenant(s)/Person(s) Signing Lease		
Name(s) of Occupants as listed in the lease if different than tenant names on lease including children if applicable		
Rental Property Address		
Lease Term Dates		
Monthly Rent:		
• Other fees, if applicable		
• Total		
What utilities am I responsible to pay?		
CONCESSIONS ARE NOT ALLOWED, if applicable	MUST CONFIRM NO CONCESSIONS ARE IN THE LEASE	
Does lease contain a rental increase (Y/N)? If Yes, please describe		
Broker Commission Amount if applicable		
Payments: First Month's Rent	Due:	
Payments: Pro-rated Rent	Due:	
Pro-rated rent dates/term		
Payments: Security Deposit	Due:	
Does the Security Deposit earn interest?		
When is the Security Deposit returned?		
Ongoing Payments: Due Date		
Ongoing Payment: Late Charge		
Date considered Late		
Rent to be paid to		

Landlord's Name (required)		
Landlord's Address (required)		
Landlord's Email (required)		
Landlord's Phone Number (required)		
Early Lease Termination/Break Clause <mark>Included REQUIRED BY GE for all GE paid leases. Please cut/paste full Buyout clause here, if possible:</mark>	In Summary, with _____ days advance notice, may be given _____ payment of $ _____ and return of all concessions, due on _____, the Tenant is released from full lease responsibilities including utilities	
Landlord Break Clause. Can landlord terminate the lease without cause? If yes, please document terms. ➡		
Renewal Terms:		
Notice to Vacate:		
Cleaning at Move Out Required?		
Is a Guarantor required?		
Overnight guests may not stay longer than:	consecutive days	
Who maintains smoke/carbon monoxide detectors?		
Who maintains AC filters?		
Are there any fees if not maintained?		
When do I have to return move in inspection?		
How much notice will Landlord give before entering property?		
Are pets allowed? _____ If Yes, please describe any additional fees		
Is there a pool? _____ If Yes, please describe any additional fees		
Is there a pool addendum?		
Who is responsible for repairs?		
Is Rental Insurance required? _____ If Yes, what is the amount required?		
Am I required to provide proof of rental insurance to the rental property/Landlord?		
Who is responsible for snow removal?		
Who is responsible for lawn care?		
Is smoking allowed?		
Is subletting allowed?		
Do I have to notify Landlord if leaving the property vacant for a longer period? _____ If Yes, how much notification?		

Additional Comments:

Tips to Prevent Deductions from Security Deposit

The definition of normal wear and tear is subjective depending on the individual landlord. Below are some preventive measures to help protect you from getting a deduction from your security deposit at lease term end.

- Always get written permission from landlord before doing any work
- Use removable hooks when hanging pictures/items
- Do not put any holes in doors or doorframes
- Patch up and touch up holes before vacating (as applicable in lease agreement)
- Try to remove stains, marks on wall, doors etc. immediately to avoid stubborn stains
- Regularly vacuum and maintain the carpet; clean tile, marble, linoleum or wood flooring – please refer to the lease contract for the necessity of having the carpet professionally cleaned
- Take extra precautions when moving furniture (especially heavy furniture) to avoid scratches
- It is recommended that you get renter's insurance for personal contents
- If touching up paint (and only if permitted in lease agreement), keep the color code of the original paint
- Change the furnace`s filter regularly (per landlord`s instructions)
- Replace light bulbs if needed
- Replace batteries on smoke and carbon monoxide detectors
- Keep the washing machine clean and dry to prevent mold
- Keep dryer`s filter clean
- Save Property Move In Inspection report and photos. You will need this at the time of your move out