

**IOR LEASE SUMMARY –Apartment/Managed Property Communities**

**\*PLEASE NOTE: THIS IS NOT A LEGAL REVIEW**

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| **For DPM to Complete** |
| Assignee Name |  |
| RMC/Assignee’s Company |  |
| Housing Allowance, *if provided by Employer* |  |
| IOR Destination Program Manager |  |
| IOR Destination Services Consultant |  |

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| **For Lease Reviewer to Complete** |
| Lease Reviewer |  |  |
| Date of Lease Review: |  | 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* |  |  |
| Lease Term Dates |  |  |
| Rental Property Address |  |  |
| Rent Concession/Discount (Y/N). *If Yes,how are the funds to be applied?* |  |  |
| Does lease contain a rental increase (Y/N*)? If Yes, please describe.* |  |  |
| What Utilities are the Tenant’s Responsibility? |  |  |
| Renewal permitted? |  |  |
| Notice required to Extend |  |  |
| Written Notice to Terminate |  |  |
| Early Lease Termination/Break Clause Included (Y/N)? \*NOTE: It is not typical that a transfer clause/break clause is included in a one year lease |   |  |
| **Landlord** Break Clause. Can the Landlord terminate the lease **without** cause? If yes, please document terms  |  |  |
| Cleaning at move out required? Please state if professional carpet cleaning and apartment cleaning is required. |  |  |
| Is a Guarantor required?  |  |  |
| Overnight guests may not stay longer than: |        consecutive days  |  |
| When does the Tenant have to return move in inspection? |  |  |
| How much notice will Landlord give before entering property? |  |  |
| Is Rental Insurance required?       If Yes, what is the amount required? |  |  |
| Is the Tenant required to provide proof of rental insurance to the Property Management company? |  |  |
| 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: Please read your Lease and all Addenda |

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| **Payments** |
| Monthly Base Rent |  |  |  |
| First Month’s Rent (Base Rent + Other Monthly Fees) |  | Due:  |  |
| Pro-rated Rent, *if applicable* |  | Due:  |  |
| Pro-rated Rent Dates/Term, *if applicable* |  |  |
| One Time Fees due at Move In, *if applicable*  |  | Due: |  |
| Are pets allowed?  If Yes, what is the monthly Pet fee?  Is a Pet deposit required? If Yes, what is  the amount?  Is the Pet deposit refundable or non- refundable? |  |  |
| Ongoing Rent Payment Due Date: |  |  |
| Date Considered Late, *if applicable* |  |  |
| Ongoing Rent Payment Late Charge*, if applicable* |  |  |
| Security Deposit, *if applicable* |  | Due: |  |
| When will the Security Deposit be refunded, *if applicable*? |  |  |
| Broker Commission Amount *Complete only if stated in lease*  |  |  |
| Rent to be paid to: (include form of payment: portal, ACH, check, etc.)  |  |  |
| **\*Landlord’s Name (required)** |  |  |
| **\*Landlord’s Address (required)** |  |  |
| **\*Landlord’s Email (required)** |  |  |
| **\*Landlord’s Phone Number (required)** |  |  |

**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