

**IOR LEASE SUMMARY – Individual Landlord Owned Properties**

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

|  |  |
| --- | --- |
| **For DPM to Complete** | |
| Assignee Name |  |
| RMC / Assignee’s Company |  |
| Monthly Rental Max. Budget if set by Employer *Only complete if the employer provides the budget* |  |
| IOR Destination Program Manager |  |
| IOR Destination Services Consultant |  |

**For Lease Review to Complete**

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| --- | --- | --- |
| 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* |  |  |
| Rental Property Address |  |  |
| Lease Term Dates |  |  |
| Rent Concession/Discount *Only complete if there is a rent concession. If Yes, how will the funds be applied?* |  |  |
| Does lease contain a rental increase during the initial lease term? *If Yes, please describe.* |  |  |
| What Utilities are the Tenant’s Responsibility? |  |  |
| 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. |  |  |
| Renewal Terms |  |  |
| Written Notice to Vacate |  |  |
| Cleaning at move out required. Please state if professional carpet cleaning and property cleaning is required. |  |  |
| Overnight guests may not stay longer than: | consecutive days |  |
| Are both smoke/carbon monoxide detectors present? What is the Tenant’s responsibility for testing and changing batteries? |  |  |
| What is the Tenant’s responsibility for changing filters and the frequency and filter size? |  |  |
| How much time does the Tenant have to submit the Property Move In Inventory report? |  |  |
| How much notice will Landlord give before entering property? |  |  |
| Is there a pool? If Yes, please describe any additional fees and/or maintenance fees. |  |  |
| Tenant’s responsibility for repair costs beyond negligence/misuse |  |  |
| Is Rental Insurance required? If Yes, what is the amount required? |  |  |
| Is the Tenant required to provide proof of rental insurance to the Landlord? |  |  |
| If applicable:   * Who is responsible for snow removal? * Who is responsible for lawn care? |  |  |
| Is smoking allowed? |  |  |
| Is subletting allowed? |  |  |
| Does the Landlord need to be notified if leaving the property vacant for period of time? If Yes, how much notification? |  |  |
| Additional Comments: Please read your Lease and all Addenda | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. *Only complete if stated in the 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