

**CARTUS BOEING-PAID LEASE RENEWAL SUMMARY**

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

|  |  |
| --- | --- |
| **For DPM to Complete** | |
| Assignee Name |  |
| Monthly Rental Max. Budget provided by Boeing |  |
| IOR Destination Program Manager |  |
| IOR Destination Services Consultant |  |

|  |  |  |
| --- | --- | --- |
| **For Lease Reviewer to Complete** | | |
| Tenant(s)/Person(s) Signing Lease |  |  |
| Rental Property Address |  |  |
| Lease Term Dates |  |  |
| Monthly Rent:   * Other monthly fees, if applicable * Total |  |  |
|  |  |
|  |  |
| What Utilities are the Tenant’s Responsibilities? |  |  |
| **Landlord’s Name (required)** |  |  |
| **Landlord’s Email and Phone Number (required)** |  |  |
| **Landlord’s Phone Number (required)** |  |  |
| Early Lease Termination/Break Clause Include REQUIRED BY BOEING |  |  |
| **Landlord** Break Clause. Can landlord terminate the lease **without** cause? If yes, please document terms. |  |  |
| Renewal Terms: |  |  |
| Written Notice to Vacate: |  |  |
| Additional Terms not included in the original lease: | | |

**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