

**CARTUS - SABIC STANDARD LEASE SUMMARY**

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

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

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| **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 |  |  |
|  |  |  |
| What Utilities are the Tenant Responsibility? |  |  |
| Are Utilities included in the monthly rent? Y/N |  |  |
| Does the lease contain SABIC preferred utility language for individually owned properties? Y/N  Landlord will pay HOA dues, trash, pool maintenance, lawn maintenance, pest control, and Home Warranty (TRY TO ENSURE TRIP FEE COVERED, IF NOT IT CAN STATE Tenant to pay $75.00 HOW fee for each service call |  |  |
| Rent concession/discount. *If Yes, how will the funds be applied?* |  |  |
| Does lease contain a rental increase during the initial term of the lease (Y/N)? If Yes, please describe |  |  |
| Does the lease state the 1st month’s rent should be paid to the broker in lieu of the landlord? Yes/No |  |  |
| Early Lease Termination/Break Clause Included (Y/N)? If Yes, does the lease contact SABICs preferred diplomatic lease clause language?  The tenant shall have the right to terminate this Lease by providing at least sixty (60) days advance written notice to the landlord in the event the Tenant is (1) transferred to a new work location more than 10 miles from the leased premises; (2) is terminated by his employer; or (3) voluntarily leaves the employment of his employer. Rent shall be paid up to the date in which the Tenant surrenders the premises and keys to the Landlord. Landlord has given Tenant written permission to install and de-install bidet sprayers on toilets by a licensed plumber only.  The Security and/or Damage Deposit shall be returned to the Tenant as provided elsewhere in this 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. |  |  |
| Is a Guarantor required? |  |  |
| Overnight guests may not stay longer than: | consecutive days |  |
| Are both smoke/carbon monoxide detectors present? Please confirm Tenant’s responsibility for testing and changing batteries? |  |  |
| What is the Tenant’s responsibility for changing filters, the frequency and the size? |  |  |
| When does the Tenant have to return move in inspection? |  |  |
| How much notice will the Landlord give before entering property? |  |  |
| Is there a pool?       If Yes, please describe any additional fees and/or maintenance |  |  |
| Who is responsible for repairs? |  |  |
| 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/Landlord? |  |  |
| If applicable:  • 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: Please ready our 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 Move In Fees, *if applicable* |  | Due: |  |
| Ongoing Rent Payment Due Date: |  | |  |
| Are Pets allowed?  If Yes, what is the monthly Pet fee?  Is a Pet deposit required? If Yes, what is  the amount?  Is Pet deposit refundable or non-  refundable |  | |  |
| Date Considered Late, *if applicable*: |  | |  |
| Ongoing Rent Payment Late Charge, if applicable |  | |  |
| Security Deposit, if applicable |  | Due: |  |
| When will the Security Deposit be refunded? |  | |  |
| 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