

**CARTUS STANDARD LEASE SUMMARY – Individual Owned Properties**

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

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| **For DPM to Complete** | |
| Assignee Name |  |
| Assignee’s Company |  |
| Monthly Rental Max. Budget *if provided by Employer* |  |
| 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’s Responsibility? |  |  |
| 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 |  |  |
| 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 | With       days advance notice, may be given      and payment of $       , and repayment of all concessions, due       , 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: |  |  |
| Written Notice to Vacate: |  |  |
| Cleaning at Move Out Required. Please state if professional carpet cleaning and property is required |  |  |
| Is a Guarantor 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? |  |  |
| Who is responsible for repairs? |  |  |
| When does the Tenant have to return move in inspection? |  |  |
| How much notice will Landlord/Property Management company give before entering property? |  |  |
| Is there a pool?       If Yes, please describe any additional fees and maintenance |  |  |
| 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: Read your Lease and all Addenda | | |

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| **Payments** | | | |
| Monthly Base Rent |  | Due: |  |
| 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: |  |
| 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? |  | |  |
| 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