



IOR LEASE SUMMARY

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

For DPM to Complete		
Assignee		
RMC / Assignee's Company		
Monthly Rental Max. Budget <i>Only complete if the employer provides the budget</i>		
IOR Destination Program Manager		
IOR Destination Services Consultant		
Lease Reviewer Name and Date		
Key Details		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, <i>if applicable</i>		
Property Address		
Lease Term Date		
Monthly Base Rent		
Rent Concession/Discount (Y/N) If Yes, please provide the amount and how will the concession be applied?		
First Month's Rent (Base Rent + Other Monthly Fees)		Due:
Prorated Rent, <i>if applicable</i>		Due:
Prorated Rent Dates/Term, <i>if applicable</i>		
Funds needed at Move In- <i>Provide breakdown</i>		
Ongoing Rent Payment Due Date		
Date Considered Late, <i>if applicable</i>		
Ongoing Rent Payment Late Charge, <i>if applicable</i>		
Security Deposit, <i>if applicable</i>		Due:
When will the Security Deposit be refunded, <i>if applicable?</i>		
Broker Commission Amount <i>Complete only if stated in lease</i>		
Rent to be paid to: (include form of payment: portal, ACH, check, etc.)		
Type of Property (<i>apartment, townhome, condominium or Single-Family Home</i>)	Not stated in Lease	
Number of Bedrooms/Bathrooms	Not stated in Lease	

Furnished, Unfurnished or Partially Furnished	Not stated in Lease	
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?		
Please check the Utilities that apply and are the Tenant 's responsibility 	Gas <input type="checkbox"/> Electric <input type="checkbox"/> Trash/Recycling <input type="checkbox"/> Valet Trash <input type="checkbox"/> Water <input type="checkbox"/> Pest <input type="checkbox"/> Sewer/Septic <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Internet <input type="checkbox"/> Cable/Satellite <input type="checkbox"/> Other <input type="checkbox"/> _____	
Does the Lease contain a rental increase during the Initial Lease Term? <i>If Yes, please describe</i>		
Renewal Terms		
Tenant's Written Notice to Vacate		
Early Termination – Is there an Early Termination Clause or Diplomatic Clause in the Lease? If so, describe 		
Is Rental Insurance required? If Yes, what is the amount required? When is Proof of Insurance due?		
Is Smoking/Vaping permitted?		
How much notice will Landlord give before entering property?		
*Landlord's Name (required)		
*Landlord's Email (required)		
*Landlord's Address (required)		
*Landlord's Phone Number (required)		
Additional Comments/Terms: <i>IOR provides this summary as a helpful reference, but it is not a comprehensive review of your lease. As the tenant, you are legally responsible for complying with the terms in the lease agreement. We strongly encourage you to read the full lease thoroughly to ensure you are aware of your rights and responsibilities. If you have any questions or need clarification, please contact your consultant.</i>		

***Please note you are responsible for the full term of your lease agreement. If you need to break the lease early, refer to cancellation terms of your lease, if applicable.**

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 you can take.

- 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 walls, 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 and batteries on smoke and carbon monoxide detectors, as needed
- Keep the washing machine clean and dry to prevent mold; keep dryer filter clean
- Save Property Move In Condition report and photos. You will need this at the time of your move out