

IOR LEASE SUMMARY


*PLEASE NOTE: THIS IS NOT A LEGAL REVIEW

For DPM to Complete

Assignee Name	
RMC/Assignee's Company	
Monthly Rental Max. Budget if Co. Sets	
IOR Destination Program Manager	
IOR Destination Services Consultant	

For Lease Reviewer to Complete

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		
Monthly Rent		
Other Fees (e.g. parking) if applicable and occurrence		
Rent Concession/Discount if applicable		
Does lease contain a rental increase (Y/N)? If Yes, please describe		
Broker Commission Amount, if applicable		
Payments: First Month's Rent		
Payments: Pro-rated Rent (if applicable)		
Pro-rated Rent Dates/Term		
Payments: Security Deposit		
When will the Security Deposit be refunded?		
Ongoing Payments: Due Date		
Date Considered Late		
Ongoing Payment: Late Charge		
Rent to be paid to		
Landlord's Name (required)		

Landlord's Address (required)		
Landlord's Email (required)		
Landlord's Phone Number (required)		
What utilities am I responsible to pay?		
Early Lease Termination/Break Clause Included (Y/N) Cut and paste section, when possible here :		
Landlord Break Clause. Can landlord terminate the lease without cause? If yes, please document terms. 		
Renewal Terms		
Notice to Vacate		
Cleaning at move out required?		
Is a guarantor required?		
Overnight guests may not stay longer than:		
Who maintains smoke/carbon monoxide detectors?		
Who maintains AC filters?		
Are there any fees if not maintained?		
When do I have to return move in inspection?		
How much notice will Landlord give before entering property?		
Are pets allowed? ? If Yes, please describe any additional fees		
Is there a pool? If Yes, please describe any additional fees		
Is there a pool addendum?		
Who is responsible for repairs?		
Is Rental Insurance required? If Yes, what is the amount required?		
Am I required to provide proof of rental insurance to the rental property/Landlord?		
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:		
Tenants will not have access to the attic, outdoor closet or the outdoor shed. 4/23		

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