



Lease Terms Summary and Property Handover Information

Welcome to your new home! Please refer to the summary of key lease terms and the general guidelines below on tenant and landlord responsibility.

Lease Terms Summary	
Property Address	
Name of Tenant on Lease	
Name of Occupant (if different)	
Landlord / Managing Agent's Name & Address	
Landlord / Managing Agent's Email Address	
Landlord / Managing Agent's Telephone Number	
Property Type (furnished / unfurnished)	
Rental Price (State monthly, annual, etc.)	
Other Costs Included in Rent (e.g. utilities)	
Communal Charges (not included in rent)	
Lease Start Date	
Move-In Date	
Lease End Date	
Funds needed to move in:	Security deposit \$ Prorate rent: \$ 1 st month's full rent: \$
Breakdown of funds / payee:	Agency/Broker: Full/Portion month's full rent: N/A Landlord: Security deposit Prorated rent Full/Portion rent:
SPARs provided for:	Agency/Broker: Landlord:
Next payment due:	Amount: Covers Lease Dates:
Deposit Amount	

Deposit Paid By	
Rent Increase	
Tenant Break Clause	
Notice Period	
Landlord Break Clause	
Renewal Option	
Responsibility for arranging repairs held by Landlord, Tenant or other party. (If landlord states any timeframe specified or other details)	
Other important/non-standard information from the lease *If the property was built before 1978, you should have received the EPA approved "Protect Your Family From Lead Paint In The Home" pamphlet. In addition, a Lead Warning Statement should be included in the lease	

Upon move-in

- For the first 3 months from your move-in date, should you experience any property-related issues (e.g. relating to maintenance and repairs), please contact your IOR representative, who will work with your landlord to resolve the issue. After 3 months, please contact your landlord directly/ your landlords representative/or your DSC. Your IOR representative's contact details are as follows:
 - Representative: Maryjane Wieboldt
 - Telephone: 1-520-260-2187
 - Email: Maryjane.wieboldt@iordestination.com
- For information regarding periodic maintenance services at the property (e.g. air conditioning, garden/external area maintenance), please refer to your lease agreement
- Please note that you are responsible for the upkeep and maintenance of the property (including the fixtures and fittings therein). It is your responsibility to ensure that the property does not suffer any damage beyond what may be regarded as fair wear and tear
- Please update the landlord/landlord's representative/ your DSP in a timely fashion regarding any damage/breakages/changes in the condition of the property, so as to reduce the likelihood of disputes upon your departure
- Please note that the landlord does not provide personal property and/or liability insurance at the address. Insuring your personal items is your responsibility.
- If you wish to vacate the property under circumstances other than those permitted under the terms of the lease, and/or if you do not observe the terms or conditions of the lease, all damages, costs and expense incurred shall be borne by you (unless the move and associated costs have been approved by your company)

Prior to your departure

1. At the end of the lease, please handover the property in the same condition as when you moved in. Fair wear and tear at the property (depreciation which is assumed to occur even when an item or living space is used competently and with care and proper maintenance) will be expected. For a general guide on wear and tear, please see description below.
2. For keys, access cards and remote controls, please ensure all items provided at move-in are returned to your landlord, as per the check-in inventory
3. Please ensure that all electrical appliances are in good working condition
4. Should there be any damaged item/appliance, please inform your IOR representative so that we may negotiate with the landlord and assessment whether a replacement is required or whether this may be categorized under fair wear and tear.
5. Common examples of damages which will not be categorized as fair wear and tear are: Walls which have been defaced by marker pens, crayons, nail polish, or similar; deep grooves and scratches on flooring, and damages incurred by pets
6. Please ensure all utility bills have been paid and latest bills and paid receipts or other proof of payment (according to local practice) are kept with you at property handover. This will facilitate the calculation of the outstanding amount owing after the final meter reading is taken

**The above is a general check list. If any of the above are provided for by the landlord under the lease agreement, please disregard them. Terms in the lease agreement take precedence over the above guidelines.*

Indication of Typical Wear & Tear vs. Damages*	
Wear & Tear	Damages
Worn out keys	Lost Keys
Loose or stubborn door lock	Broken or missing locks
Loose hinges or handles on doors	Damage to a door from forced entry
Worn and dirty carpeting	Torn, stained or burned carpeting
Carpet seam unglued	Rust or oil stains on carpet
Scuffed wood floors	Badly scratched or gouged wood floors
Linoleum worn thin	Linoleum with tears or holes
Worn countertop	Burns and cuts in countertop
Stain on ceiling from rain or bad plumbing	Stain on ceiling from overflowed tub
Plaster cracks from settling	Holes in walls from kids or carelessness
Faded, chipped or cracked paint	Unapproved (bad) tenant paint job
Loose wallpaper	Ripped or marked-up wallpaper
Balky drapery rod	Broken drapery rod
Faded curtains and drapes	Torn or missing curtains and drapes
Heat blistered blinds	Blinds with bent slats
Dirty window or door screens	Torn or missing screens
Sticky window	Broken window
Loose or inoperable faucet handle	Broken or missing faucet handle
Toilet runs or wobbles	Broken toilet seat or tank top

Closet bi-fold door off track

Damaged or missing bi-fold door

****Please note that the definition of wear and tear will vary from landlord to landlord. To ensure you recuperate as much of your security deposit as possible, please care for and clean the property on a regular basis.***