

Be A Lease Genius: Read Between the Lines

Complete the checklist below.

Move-In (date & time): _____

Move-out (date & time): _____

Re-signing Date: _____

Key return: _____

Cleaning Instructions: _____

Rent:

Monthly cost: _____

Due Date: _____

Method of payment? _____

Included Utilities (circle below):

Heat

Electricity

Water

Fees:

Application Fee: _____

Broker Fee: _____

Subletting: _____

Late Rent: _____

Lock-out: _____

Termination: _____

Re-signing: _____

Standard Lease Must Include	
Date of Lease	
Landlord/property manager contact info	<input type="checkbox"/> Name, address, phone number
Names of all tenants	
Lease property address and unit #	
Dates of Contract	<input type="checkbox"/> Start date, end date
Term of Contract	<input type="checkbox"/> Tenant-at-will <input type="checkbox"/> Fixed term
Total amount of rent	<input type="checkbox"/> Monthly installments
When rent is due	
Maintenance Contact Information	<input type="checkbox"/> Name, address, phone number
Space for Lessee(s) and Lessor to sign	
Addendum Review	
Pets	
Smoking Regulation	
Minimum Heat Requirement	
AirBnb restriction, guest policy	
Apartment Delivery as-is clause	
Fees for repair: legitimate vs. negligence	
Extreme cleaning requirements/fees	
Ending lease early	
Legal notices (14 day, etc.)	
Required written notice before moving out	
Additional addendums (mold, lead, etc.)	
Renter's Insurance	
Subletting Requirements	

Still have doubts? Send us your questions here!



Considerations:

- * **Illegal Fees:** Rent increases during lease term, pet fee, holding fee, charge for extermination of insects, mice, or rats in dwellings with 2 or more units.
- * **Ambiguous Language:** Beware of language that is reasonably susceptible to more than one interpretation.
- * **No More Than 4:** The City of Boston has a zoning ordinance that requires that no more than 4 unrelated persons reside in one apartment unit. This is to avoid overcrowding and unsafe living conditions.
- * **Working smoke and carbon monoxide detectors** are the legal and financial responsibility of the landlord and must be present in your apartment.
- * **Pest extermination** (mice, bed bugs, etc.) is the responsibility of the landlord.* Do not pay for extermination yourself. (**unless you live in a single-unit dwelling, but still discuss with landlord*).
- * **Maintenance issues** are the joint responsibility of yourself and the landlord. Problems that arise due to your negligence and/or misuse will fall on you for cost of repair. But problems due to landlord negligence, reasonable wear & tear, or faulty systems are the landlord's responsibility to fix.
- * **Your landlord has a legal obligation to respond to your tenant concerns in a timely manner.** We advise that you communicate with your landlord in writing so that you can refer back to your conversations if you ever need to.
- * **Your lease does not protect against theft or damage to your belongings!** We highly recommend **renter's insurance** . It's affordable and protects you in many scenarios.
- * **Any oral agreements or promises must be in writing.** Examples include subletting, repairs made before moving in, included utilities, parking, laundry, etc.
- * **Know your rights and responsibilities!**

Be a Lease Genius: After Your Sign!

What to Receive:

- Copy of signed lease**
- Security deposit receipt includes**
 - Amount
 - Person receiving it
 - Name of landlord
 - Date received
 - Premise being rented
- Security Deposit bank receipt**
 - Bank name and location
 - Account number
 - Amount of Deposit
- Fee Disclosure/Schedule**
 - First Month Rent
 - Last Month Rent
 - Security Deposit
 - Broker Fee
 - Application Fee

Apartment Condition Statement : Fill out when you first move in (within 15 days) and return to your landlord to document any pre-existing damage. Keep a copy for yourself and take pictures both when you move in and when you move out —you can refer back to this in case you have funds taken out of your security deposit. Visit brandeis.edu/graduate-affairs/housing/index.html for a blank copy.

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