

Be a Lease Genius:

Complete This Checklist!

Standard leases MUST include....	
Date of Lease:	Term of Contract (Tenant-at-will OR Fixed term):
Dates of Contract: Start Date	End Date
Contact Information for: Landlord	Maintenance Property Manager (if there is one)
Name of Every Tenant:	Property Address and Unit Number:
Amount of Rent (and term):	Rent Due Date:
Space for Lessee(s) to Sign:	Space for Lessor to Sign:

Important Highlights	
Upfront Costs Associated with Application / Lease Signing:	Move In Date and Key Pick-Up Time:
Application Fee:	Move Out Date and Key Drop-Off Time:
Broker's Fee:	Monthly Rent Amount:
First and/or Last Month's Rent*:	Rent Due Date:
Security Deposit Amount**:	Method of payment for rent:

Utilities: Who Pays?		
	Lessor/Landlord	Lessees/Tenants
Heat		
Electricity		
Water		

Additional Clause Information and Potential Addenda	
Lock Out Procedure & Fee	
Subletting Requirement & Procedure	
Apartment Delivery As-Is Clause	
Renter's Insurance Requirement	
Minimum Heat Requirement	
Early Lease Termination Procedure & Fee	
Lease Renewal Procedure & Due Date	
Move Out Required Written Notice	
Move Out Cleaning Requirement & Fee	
Smoking Regulations	
Pet Restrictions	
AirBnB Restriction, Guest Policies	
Fees for Repair: Legitimate vs. Negligent	
Additional Addenda (mold, lead, etc.)	



Still have doubts? Send us your questions here:

151 Speare | offcampus@northeastern.edu | 617-353-8480 | www.offcampus.northeastern.edu/leasing-information/

Be a Lease Genius: Considerations

- ❖ **Things to know about upfront costs and illegal fees in the City of Boston:**
 - *Some landlords will charge you **first and/or last month's rent** to move in. These amounts would be credited to your first and/or last month's rent respectively. Be sure you do not make more payments than is needed.
 - ** Within 30 days of the lease ending, a lessor must **return** the **security deposit** to the tenant, minus allowable deductions for unpaid rent or damage due to tenant's negligence during the lease.
 - The following fees are illegal in the City of Boston: rent increases during lease term; pet fees; holding fees; and charges for extermination of insects, mice, or rates in dwellings with 2 or more units. If you live outside the city limits, check your local city website for more information.
- ❖ **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 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.) **and its associated costs** are the responsibility of the landlord, unless you reside in a single-unit dwelling.
- ❖ **Maintenance issues** are the joint responsibility of yourself and the landlord. You can be required to pay for cost of repair for problems that arise due to your negligence and/or misuse. But problems that arise due to landlord negligence, reasonable wear and 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.
- ❖ **Any oral agreements or promises must be put into writing.** Examples include subletting, repairs made before moving in, included utilities, parking, laundry, etc.
- ❖ **Your lease does not protect against theft or damage to your belongings!** We highly recommend getting **renter's insurance**. It is affordable and can protect you in many scenarios.
- ❖ **Know your rights and responsibilities!** Go to offcampus.northeastern.edu/rights-responsibilities/

Be a Lease Genius: After You Sign

Here is a list of documents you should receive from your landlord or management company. Be sure to keep a copy of each of these documents for future reference.

Receipt of Funds Paid:

- Receipt for Broker's Fee
- Receipt for Security Deposit
- Receipt for Security Deposit Bank
- Receipt for First and/or Last Month's Rent

Copy of Signed Lease

Apartment Condition Statement: Fill out within 15 days of move in 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 these in case you have funds taken out of your security deposit. Visit offcampus.northeastern.edu/checklists/ for a blank copy.

