

**Lease Agenda Checklist:** Date: \_\_\_\_\_ Lessee(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_

\_\_\_ Lease Signed \_\_\_ Photo ID \_\_\_ Co-sign Agreement \_\_\_ Payee Present

\_\_\_ Funds Rec'd: \$ \_\_\_\_\_ Sec. dep. \$ \_\_\_\_\_ 1st month's rent \$ \_\_\_\_\_ P.R. rent

\_\_\_ Lessee understands/agrees to security deposit amount/terms. It can NEVER be used for last month's rent.

\_\_\_ Lessee understands lease agreement. Rent is due on 1st of month, if late an eviction action may begin EVEN IF we've made a verbal agreement for alternate due date

\_\_\_ Lessee has \_\_\_ unit keys \_\_\_ laundry / mail keys \_\_\_ Transferred power date: \_\_\_\_\_

\_\_\_ Lessee and representative have walked the unit and agree to the description of unit condition found in sec. 27a of lease agreement

\_\_\_ Lessor will email Lessee(s) a copy of executed lease or send a link to same within 48 hours.

\_\_\_ Lessee has been given/understands emergency contact sheet.

\_\_\_ Lessee understands the pro ration strategy of collecting first month's rent as "full month" and that the NEXT rent payment due will reflect the pro ration of move in month

\_\_\_ Lessee acknowledges that any document that does not require a signature may be emailed to save paper and ink. This may include Emergency Contact Sheet, the "About" sheet, lease highlights, lead paint pamphlet and lead paint finding information.

Any other notes:

\_\_\_\_\_  
\_\_\_\_\_

Lessee has agreed to all items as marked above and fully understands the terms of his or her residency with \_\_\_\_\_.

\_\_\_\_\_  
Lessor Date \_\_\_\_\_

\_\_\_\_\_  
Lessee Date \_\_\_\_\_

\_\_\_\_\_  
Lessee Date \_\_\_\_\_