

# Lease Analysis Worksheet

Address of the unit: \_\_\_\_\_

Name of the landlord, agent or management company: \_\_\_\_\_

Address and phone number of the landlord: \_\_\_\_\_

Place where rent is to be sent: \_\_\_\_\_

Names of all lease-signing tenants: \_\_\_\_\_

Names of all additional tenants: \_\_\_\_\_

Amount of security deposit: \$ \_\_\_\_\_

Proof of security-deposit payment:  Separate receipt  Receipt is part of lease

Amount of rents-in-advance: \$ \_\_\_\_\_

Proof of advance rents payment:  Separate receipt  Receipt is part of lease

Term of lease:  Weekly  Monthly  Yearly

Starting and ending dates: From \_\_\_\_\_ To \_\_\_\_\_

Amount of rent/amount of monthly rent payment: \$ \_\_\_\_\_

Rent control provisions:  Yes  No Ask to see documents.

Monthly due date of rent: \_\_\_\_\_

Rent grace period:  1 day  3 days  5 days  7 days  10 days

Late-rent penalties: \$ \_\_\_\_\_ or \_\_\_\_\_ %

Special terms written in on the face of the lease: \_\_\_\_\_

Tenants' rights or other laws:  Protected  Unprotected  Copy received

Use of security deposit for last month's rent:  Yes  No

Use of prepaid rents: \_\_\_\_\_

Renewal terms and conditions:  Automatic Advance notice time: \_\_\_\_\_

Heat and utilities:

Who pays?  Tenant  Landlord

Who supplies?  Utility companies  Landlord

What are the monthly average costs for?

heat: \$ \_\_\_\_\_

air conditioning: \$ \_\_\_\_\_

electricity: \$ \_\_\_\_\_

hot water: \$ \_\_\_\_\_

water and sewer: \$ \_\_\_\_\_

cooking gas: \$ \_\_\_\_\_

other: \$ \_\_\_\_\_

Cancellation/termination provisions:

Warnings first:  Yes  No

Number of days for termination: \_\_\_\_\_

Number of days for cancellation: \_\_\_\_\_

Notice provisions? \_\_\_\_\_

Mutual early cancellation provisions? How many days written notice: \_\_\_\_\_ days

Relocation clause:  Yes  No

Humanitarian cancellation clause:  Yes  No

Sublet permission:  Yes  No

Landlord's access:  Does he or she have keys? Hours/notice: \_\_\_\_\_

Use restrictions \_\_\_\_\_

Who supplies the appliances?  Landlord  Tenant  Rentals \$ \_\_\_\_\_

Maintenance and repair responsibilities:  Landlord  Tenant Who pays for what: \_\_\_\_\_

Insurance requirements:  Tenant insurance  Other

Waiver of landlord's liabilities or tenant's civil rights?  Yes  No

Can changes to the lease be made unilaterally by landlord?  Yes  No

Special rules:

Guests: \_\_\_\_\_

Appliances: \_\_\_\_\_

Pets: \_\_\_\_\_

Noise limitations by type and time: \_\_\_\_\_

Pet rider:  Yes  No Extra security: \$ \_\_\_\_\_ Extra rent: \$ \_\_\_\_\_

Fuel-oil rider:  Yes  No Duties: \_\_\_\_\_

Parking rider:  Yes  No Terms: \_\_\_\_\_

Condo rules attached:  Yes  No

Local laws attached:  Yes  No

Inspection forms attached:  Yes  No

Landlord's rider attached:  Yes  No What does it say? \_\_\_\_\_

Is the tenant's rider attached?  Yes  No

What is expected from the landlord in terms of promised repairs, decorating, rent payment schedules, added tenants, renewals, etc.?