

## BUCKNELL LEASE CHECKLIST

This checklist should be used by the tenant when signing a lease, whether it is the Common Lease or a different lease being used.

<input type="checkbox"/>	Landlord's name, address & phone number
<input type="checkbox"/>	All Tenants names listed and signatures
<input type="checkbox"/>	Number of people permitted to reside in unit
<input type="checkbox"/>	Lease period - beginning and ending dates stated
<input type="checkbox"/>	Date of Possession
<input type="checkbox"/>	Monthly Rent & Late Charge Fee
<input type="checkbox"/>	Due date for rent - Is this the mailing date or date in landlords hands?
<input type="checkbox"/>	Where to pay and who to pay?
<input type="checkbox"/>	Security Deposit - How much & what you need to do to get it back
<input type="checkbox"/>	Read Landlord's Code of Conduct - Agree on the Move in Condition of Unit
<input type="checkbox"/>	Read Tenant's Rules & Regulations ( # of guests allowed, smoking, candles, wall adhesive etc.)
<input type="checkbox"/>	Read Tenants Care of Property - know who pays for repairs
<input type="checkbox"/>	Pet regulations
<input type="checkbox"/>	Fire / Other damage policy
<input type="checkbox"/>	Smoke Detectors - you are responsible for batteries & checking them periodically
<input type="checkbox"/>	Who pays for Utilities, services and appliances?
<input type="checkbox"/>	Tenant to activate utilities in their name; You must obtain a gas permit to activate service
<input type="checkbox"/>	Oil should be enrolled in the automatic fill - up program
<input type="checkbox"/>	Property Maintenance procedures (who to call for assistance and list phone numbers)
<input type="checkbox"/>	Notice for entrance into unit by landlord/repairman (right to enter)
<input type="checkbox"/>	Breaking or ending lease
<input type="checkbox"/>	Subletting Policy
<input type="checkbox"/>	Lease Renewal
<input type="checkbox"/>	Move Out Procedures