



LEASE AGREEMENT SIGNING CHECKLIST

Community: Golf View / Riverwood / Prov. Pointe /Glenstone/ Woodland (circle)

one)

Building/Unit _____

- Explained the lease term (start and end dates)
- Explained Rent, Services, Utilities and Fees
 - Payment as one form of payment or combination of ACH/s and one other form of payment
- Offer and/or confirm that any garages or extra parking spaces are indicated on the lease
- Explained Late Payment, Late Payment Fees and Nonpayment of Rent
- Explain lease break option (notice required and fee).
- Explained Security Deposit
 - Not to be used toward rent, it is protection against damages
 - Deposit refunds are reconciled and sent out within one month of the end of lease term (not the checkout date)
 - **A standardized turnover fee will be deducted from the security deposit upon move-out** (Para. 59)
- Explained Joint & Several Liability
- Explained General Tenant Maintenance (Para. 16)
- Explained Renter’s Insurance (Para. 17)
- Explained Rules Governing Alcoholic Beverages, Smoking, & Parties (Para. 33, 34 and 35)
- Explained Parking Rules (Para. 36) & Towing Policies
 - Make sure parking spot/s are noted on the lease for those properties with assigned parking
- Explained Pet Policy (Para. 49)
- Explained Application Fee/s; Check the back of each application for signature
- Explained required 30 or 60 day written notice (page 1)
- Gave tenant adequate amount of time to read lease and ask questions before signing
- Confirmed which tenant and address (legible and complete) to send the confirmation letter to
- Did they use Rent.com?
- Did current resident refer them? **\$100 Referral Bonus**
 - New lease/s must have referral noted on lease at signing.
 - TBA groups would have their friends indicate the referring person/s name/s and TBA floor plan type on the lease. The \$100 credit will be taken off their 1st month’s rent.
 - Existing tenants would have their friends indicate their name and unit number and would have the \$100 credit applied immediately

One unit representative (tenant) must sign acknowledging that the leasing agent adequately explained the Dwelling Unit Rental Agreement.

Tenant (Print)

Tenant (Signature)

HP Representative Signature