

Lease Agreement Checklist

Tick it clause by clause before you sign. Print two copies — one for each side.

	YES	NO	NOTE / WHERE IT IS WRITTEN
1 Identity and notice details Name, ID number, phone, email, address for notices	☐	☐	
2 Description of the property Full address, unit number, floor, area	☐	☐	
3 Start and handover dates Both written if they differ	☐	☐	
4 Rent amount, due date, method Is the bank account written in	☐	☐	
5 Basis for increases The basis, not a fixed percentage	☐	☐	
6 Deposit Amount + deduction rules + return window (all three)	☐	☐	
7 Inventory list Annex · "working / not working" · photos	☐	☐	
8 Meter readings Electricity, water, gas — handover day, photographed	☐	☐	
9 Who pays which bills Service charge, heating, major repairs	☐	☐	
10 Permitted use and limits Residential/commercial · subletting · pets · alterations	☐	☐	
11 Guarantor terms Identity, type of liability, amount, duration	☐	☐	
12 Termination and exit Notice period, early exit, automatic renewal	☐	☐	

The three left blank most often

1. Deposit return window · 2. Meter readings · 3. Inventory photos

Landlord signature

Tenant signature

Date