The Basics: Renting an Apartment or House
Do not ASSUME anything!

1. **Lease**, legal document - commitment (landlord ⇐ resident)
   A. Who is the landlord or responsible agent? (name & address)
   B. Premises - address, description, (common areas - parking?)
   C. Term - period of commitment, usually a year (negotiate?)
   D. Rent -
      1. Monthly payment $________?
      2. Total for the term of lease $_________?
      3. Paid to who, where & due when?
      4. Additional charges; late fees, NSF, lock-out fees, maintenance, etc.
   E. Security deposit (usually one month's rent)
   F. Condition of Premises. "as is" or "accepts same in present condition"
   G. Utilities - what are included in rent; heat, water, cooking gas, A/C, TV?
   H. Maintenance -
      1. Responsibilities: landlord ⇐ resident
      2. Requests - how are they handled - emergencies?
   I. Subletting - allowed?
   J. Landlord’s right of entry - reasonable notice (24 hours), except emergency
   K. Claim of damage to persons or property - renter's insurance
   L. Rules & Regulations - know them! "Peace and enjoyment" ⇐

2. **Move-In** (acceptance of keys)
   A. Inspection - look for the 3-D's; Damage, Defects, Dirt
   B. Document - DATE!
      1. Move-in report, signed by landlord (agent), critical if 3-D's found
      2. Evidence; take photos, videos

3. **Move-Out** (return of keys)
   A. Inspection -
      1. with landlord (agent) and original documentation of move-in
      2. landlord's (agent's) comments re: 3-D's ← document
   B. Forwarding address (return of security deposit)
   C. Cancel services; mail, electric, telephone, gas, cable TV, etc.

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July 9, 2010

Letter of Reference

To: Whom It May Concern

Re: Bobby Fisher

Bobby Fisher rented an apartment at 1680 E. 117th St., #501, Cleveland, Ohio, owned and managed by ABC Investments.

The lease term was from August 1, 2006 until July 31, 2008. The rent was $739 per month.

- The rent was paid on time.
- Proper notice was given prior to move-out.
- No adverse conditions to the property were reported after he moved out.
- He is not related in any manner to me.

We would rent to Bobby again – a fine resident.

If you should have any questions please call me at 216-555-1234 or email: <propertymanagement@abcinvestments.ed>.

Sincerely,

John Q. Smith
Property Manager
ABC Investments