Before you commit to renting a housing unit, you should clearly understand the responsibilities involved with each of the following terms. They should be explicitly identified in your lease in words with common and everyday meanings and must be clear and coherent. Compare any lease you are considering signing with applicable tenant-landlord laws. As you are reading through your lease, make sure the following items are addressed within the document. If some things are not addressed, be sure to ask the landlord about his or her policy regarding those items. You may also request to have items added to the lease. For questions about leases and tenant-landlord relationships, contact the Off-Campus Living Office at 607-255-2310 or visit our website at offcampusliving.cornell.edu. Another useful resource is the New York State Tenants Rights Guide produced by the New York State Attorney General.

**RENT**

- _____ Amount
- _____ Due date
- _____ Penalty for late payment
- _____ Price changes
- _____ Conditions for price changes

**SECURITY/DAMAGE DEPOSIT**

- _____ Amount
- _____ Conditions for return
- _____ Date for return

**TERMINATION**

- _____ Ability to sublet
- _____ Conditions for sublet

**PARKING**

- _____ Location
- _____ Limitations

**ADDITIONAL COSTS**

- _____ Utilities (i.e., gas, electric, phone, water)
- _____ Pet-related charges/deposit
- _____ Overnight or weekend guests
- _____ Parking
- _____ Furnishings
- _____ Cleaning
- _____ Other

**RESTRICTIONS**

- _____ Smoking
- _____ Noise
- _____ Storage
- _____ Pets
- _____ Alterations (i.e., picture hanging, painting)
- _____ Conduct
- _____ Parties
- _____ Waterbeds

**TIME OF OCCUPANCY**

- _____ Dates (be exact)
- _____ Requirements for notification of renewal
- _____ Number of occupants (min and max)

**DAMAGES**

- _____ Responsibility for damages
- _____ Assessment of damages
- _____ Responsibility for repairs

**CHANGES IN AGREEMENT**

- _____ Conditions for changes of agreement
- _____ Process for changing agreement

**LAUNDRY FACILITIES**

- _____ Provision of facilities
- _____ Ability for tenant to install machines
- _____ Other limitations

**INSPECTION**

- _____ When
- _____ By whom (i.e., landlord, add’l inspectors)
- _____ Use of rental inventory
- _____ Certificate of Compliance (Ithaca City only)
- _____ Notification of inspection

**CLEANING**

- _____ Responsibility
- _____ Frequency
- _____ Equipment provided

**SPECIAL CONSIDERATIONS**

- _____ Planned improvements/special work
- _____ Snow removal (property and/or public sidewalks)

**OWNER**

- _____ Name and address of property owner
- _____ Name and address of property manager
- _____ Name and contact info for Emergencies