Lease review worksheet

REVIEW AID ONLY - NOT A LEASE OR LEGAL APPROVAL

U.S. residential rentals. Check the rules for the property and arrangement.
Use qualified local help for unresolved legal questions. Keep sensitive data private.

Property / unit:

Draft filename / date: Jurisdiction:

- [ ] **People and premises**
  Names, unit, included spaces and contact details agree.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Money and utilities**
  Rent, deposit, other charges and bill responsibilities are clear.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Dates and notices**
  Term, possession, renewal and notice provisions are consistent.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Responsibilities**
  Repair reporting, contacts and responsibilities are clear.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Disclosures and attachments**
  Applicable documents are included and do not conflict.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Open questions**
  Record answers and sources; seek qualified help when needed.
  Clause/page: _____ Owner: _____ Status: _____

- [ ] **Final copies**
  Everyone receives the same signed version and attachments.
  Clause/page: _____ Owner: _____ Status: _____

Status options: Needs an answer / Needs local review / Confirmed with source

Questions and attachments

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Question / conflicting clauses:

Response / agreed correction:

Source / link / date checked:

Owner / next step / status:

Question / conflicting clauses:

Response / agreed correction:

Source / link / date checked:

Owner / next step / status:

Attachment and version register

Document / version or date / reviewed by / included in final packet

Official starting points

State resources: usa.gov/tenant-rights
Lead disclosures: epa.gov/lead/real-estate-disclosures-about-potential-lead-hazards

Before signing: resolve questions and check that every party has the same packet.