



Winthrop University Comprehensive Lease Review Checklist

Signing a lease is a big commitment. This checklist is designed to help you slow down, ask smart questions, and understand exactly what you are agreeing to before you sign.

Student Name: _____

Property Address: _____

Lease Start Date: _____

Lease End Date: _____

STEP 1: Basic Lease Terms

- Total monthly rent amount: \$ _____
- Due date each month: _____
- Lease length (12 months, 9 months, other): _____
- Is this an individual lease or joint & several lease?
- Late payment fee amount: \$ _____
- Grace period (if any): _____

STEP 2: Move-In & Upfront Costs

- Security deposit amount: \$ _____
- Application fee: \$ _____
- Administrative fees: \$ _____
- First month's rent required at signing?
- Utility setup fees: \$ _____
- Total amount due before move-in: \$ _____



STEP 3: Utilities & Additional Costs

- What utilities are included? _____
- Average monthly utility estimate: \$_____
- Parking fee (if applicable): \$_____
- Pet fees or deposits (if applicable): \$_____
- Renter's insurance required? Yes / No

STEP 4: Responsibilities & Policies

- Guest policy reviewed
- Noise policy reviewed
- Maintenance request process explained
- Who pays for damages?
- Are there fines for policy violations?

STEP 5: Roommate Liability (Very Important)

- If one roommate does not pay, who is responsible?
- What happens if a roommate moves out early?
- Can roommates be replaced mid-lease?

Reminder: In a joint & several lease, you may be legally responsible for the FULL rent if a roommate does not pay.

STEP 6: Early Termination & Subleasing

- Early termination clause reviewed
- Fee for breaking lease: \$_____
- Subleasing allowed? Yes / No



- Process for finding replacement tenant explained

STEP 7: Property Condition & Safety

- Property condition documented at move-in
- Inspection checklist provided
- Security features explained (locks, lighting, access control)
- Renter's insurance discussed

STEP 8: Final Review Before Signing

- I have read every page of the lease
- I understand all fees and costs
- I have asked questions about unclear terms
- I have a copy of the lease for my records

If you feel rushed or pressured, pause. A lease is legally binding. Take the time you need to understand it fully.

Notes & Questions
