

LIFETIME PROPERTY MANAGEMENT

www.lifetimepm.com | (916) 756-5384

Lease Signing Checklist

PRE-SIGNING PREPARATION

- ☐ Verify all background/credit checks are complete
- ☐ Confirm approval decision is documented
- ☐ Prepare lease agreement with correct terms
- ☐ Calculate prorated rent if applicable
- ☐ Prepare all required addenda and disclosures
- ☐ Schedule signing appointment with all parties

REQUIRED DOCUMENTS - CALIFORNIA

- ☐ Lease agreement (signed by all adults)
- ☐ Lead-based paint disclosure (pre-1978 homes)
- ☐ Mold disclosure
- ☐ Bed bug disclosure
- ☐ Flood zone disclosure (if applicable)
- ☐ Demolition disclosure (if applicable)
- ☐ Registered sex offender database notice
- ☐ Military ordnance location disclosure (if applicable)
- ☐ Smoke detector/CO detector compliance statement

LEASE TERMS TO REVIEW WITH TENANT

- ☐ Monthly rent amount and due date
- ☐ Security deposit amount and terms
- ☐ Lease start and end dates
- ☐ Late fee policy and grace period
- ☐ Pet policy and any pet deposits/rent
- ☐ Utilities responsibility (tenant vs. landlord)
- ☐ Maintenance responsibilities
- ☐ Guest and occupancy policies
- ☐ Noise and conduct rules
- ☐ Renewal and termination procedures

PAYMENTS TO COLLECT

- ☐ First month rent (or prorated amount)
- ☐ Security deposit (max 2 months in CA)
- ☐ Last month rent (if required)
- ☐ Pet deposit (if applicable)
- ☐ Key deposit (if applicable)
- ☐ Document payment method and amounts
- ☐ Provide receipt for all payments

ITEMS TO PROVIDE TENANT

- ☐ Copy of signed lease and all addenda
- ☐ All disclosure documents (signed copies)
- ☐ Move-in inspection checklist
- ☐ Keys, garage remotes, access devices
- ☐ Mailbox key (if applicable)
- ☐ Emergency contact information
- ☐ Maintenance request procedures
- ☐ Utility setup information
- ☐ HOA rules (if applicable)

POST-SIGNING TASKS

- ☐ File original signed documents securely
- ☐ Set up tenant in property management system
- ☐ Schedule move-in inspection
- ☐ Transfer or set up utilities as needed
- ☐ Notify HOA of new tenant (if applicable)
- ☐ Update insurance with tenant information
- ☐ Send welcome letter/email with key info

