

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

