

## LEASE AGREEMENT CHECKLIST

- \_\_\_\_\_ Be sure all blanks are filled in with information requested, i.e., G#, date agreement entered into, employee name and location, etc.
- \_\_\_\_\_ Lease Agreement **must** be signed on last page by employee.
- \_\_\_\_\_ Lead-Based Paint Disclosure must be signed by employee indicating they received it. If it doesn't apply write N/A.
- \_\_\_\_\_ Be sure Start/Stop Payment form is filled out completely. Check or Money Order for the first month's rent must accompany the packet.
- \_\_\_\_\_ Review 30 day eviction process
- \_\_\_\_\_ Employee must sign Community Rules & Regulations
- \_\_\_\_\_ Obtain copy of mobile home registration for files.
- \_\_\_\_\_ Review termination process