Lease Review Call Script

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Book the call within a day of sending the lease. Fill in the blanks from **your** lease. Every point below should match what the lease actually says.

Open

> Hi [Name], how are you doing today? I just sent the lease to your email at [email]. Did you get it?
>
> Let me go over the main points so you have a good idea of what's in it. It'll take about 15 minutes, and stop me any time.

Money

- The lease starts on **[start date]** and ends on **[end date]**.
- Security deposit: **$[____]**.
- Monthly rent: **$[____]**. [Pet rent is $[__] per pet per month, so your total each month is $ [____].]
- **Rent is due on the 1st** of every month, in full.
- We understand things come up, so there's a grace period through the **[5th]**.
- If rent isn't paid by the end of the [5th]: [describe your lease's late fee exactly, e.g. "a $___ late fee is added on the [6th], plus $__ per day until paid"], and we serve the formal notice that state law requires. Under [state] law, that notice gives you [5] days to pay in full before we can file an eviction.
- Payments go through **[App name]**. Once you sign, you'll get an invitation. Please **set up autopay** for the 1st, from a bank account.

> Any questions so far?

Living there

- You pay **[utilities]**. Please have them in your name by move-in day.
- We maintain [the AC, heating, plumbing, electrical, the fridge and stove, and the structure]. [The washer and dryer are ours / yours; we do / don't maintain them.]
- Light bulbs, smoke-detector batteries and HVAC filters are yours. Change the filter about once a month.
- Report anything that leaks, drips or looks like mold right away, within 48 hours. Small leaks become big repairs fast.
- **Guests:** anyone staying more than [14] days needs to apply and be added to the lease.
- **Locks:** if you change a lock, give us a copy of the key. If we don't have one, there's a $ [____] charge, because we need access in an emergency.
- **Maintenance visits:** when we schedule a repair with you, please be available in that window. If the vendor can't get in, there's a $[____] trip charge.
- **No smoking** of any kind, including marijuana, inside or near the home.

- Please keep the home clean and in good shape. At move-out we compare it to the move-in report. If it's in the same condition, apart from normal wear and tear, you get the whole deposit back.

Any questions so far?

The end of the lease

- Whether you plan to stay or move, let us know at least **[30] days** before the lease ends.
  - If you'd like to stay, we'll talk about a renewal.
  - If you're leaving, we'll schedule the move-out inspection.
- If we don't hear from you, the lease [goes month-to-month at $[____]/month], which costs more, so please keep us updated.

Other documents

- **Pet addendum:** fill in each pet's type, breed, name and weight. Leave the weight blank if you don't know it.
- **Lead-based paint disclosure** *(homes built before 1978)*: federal law requires us to give you this and the pamphlet *Protect Your Family From Lead in Your Home*. [We're not aware of any lead-based paint in the home.] The pamphlet explains what lead is, how to find it, and what to do.
- [Any state disclosures in your addendum.]

Close

That covers the main points, but there's more in the lease than I mentioned, so please read all of it before you sign. Here's what happens next:

1. Everyone signs the documents.
2. You'll get an invitation to [App name]. Pay the move-in funds there and set up autopay.
3. Once everything is signed and the payment has cleared, we'll meet on [move-in date] for the keys and the move-in walk-through.

Any other questions?