**LEASE CHECKLIST**

Items to Obtain Prior to Entering into a Lease of Pastorate Property

and

Items to Deliver to Tenants

* Obtain Lease Application—use Diocesan approved form of Lease Application.
* Obtain background checks and credit reports for each applicant/tenant.  Please contact Diocesan HR Office to request the required background checks and credit reports.
* Tenant(s) must complete Diocese of Madison Safe Environment Protocols.    Please contact Diocesan Office of Safe Environment.
* Understand what pets, if any, the tenant(s) will have in the leased premises—you can prohibit pets. Be cautious with respect to service animals. Do not ask what disability the tenant has. Ask only if the animal is required due to a disability (unless readily apparent) and what work/tasks is the animal trained to perform (unless readily apparent). If you believe the service animal is a problem seek counsel as to how to proceed.
* Understand if there will be a waterbed and if so, make sure the tenant(s) have proper insurance to cover damage caused by waterbeds—you can prohibit waterbeds.
* Prepare lease based on approved Diocesan form of Lease.
* Collect a security deposit.  The security deposit may be deposited in the pastorate bank account.  It does not need to be in a separate account. It should be collected prior to tenant move-in.
* Obtain tenant(s) signature on the lease prior to tenant move-in.
* Obtain first month’s rent check prior to tenant move-in.
* At move-in, deliver to tenant(s)-- a “Check in /Check out Rental Condition Checklist—this form needs to be completed by the tenant and returned to landlord.  Landlord needs to retain this form in its lease file for the tenant(s).
* For Madison properties, deliver to tenants a copy of the publication titled:   “Tenant & Landlord Rights and Responsibilities.” Also provide the Madison Fire Dept. Tenant Fire Safety Information document.
* For all properties constructed prior to 1978, deliver to tenant(s) the “Protect Your Family From Lead in Your Home” publication. If you are not sure when the property was constructed, be safe and provide a copy of the publication to the tenant(s).
* Deliver a copy of the fully executed lease to tenant and keep signed original lease in Pastorate files.