

## OFFER PREPARATION FORM

### LEASE

PLEASE ATTACH LISTING WITH ALL OFFER PREP FORMS!

Agent: \_\_\_\_\_ MLS #: \_\_\_\_\_

TENANT:
LANDLORD:

→ We are the  Cooperating Brokerage  Listing Brokerage  Both

Listing Brokerage:	
Phone #:	Fax #:
Listing Agent(s):	

→ Property Address: \_\_\_\_\_

→ Term of Lease: \_\_\_\_\_ → Lease Start Date: \_\_\_\_\_

→ Monthly Amount: \$ \_\_\_\_\_

→ Deposit: \$ \_\_\_\_\_  Upon Acceptance  Herewith

→ Deposit Payable to: \_\_\_\_\_

→ Deposit for:  1<sup>st</sup> and Last month's rent Or: \_\_\_\_\_

→ Use:  Residential  Other: \_\_\_\_\_

→ Services and Costs:	Tenant	Landlord
Gas	_____	_____
Oil	_____	_____
Electricity	_____	_____
Hot Water Heater Rental	_____	_____
Water & Sewage Charges	_____	_____
Cable Television	_____	_____
Condominium/ Cooperative Fees	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

→ Parking: \_\_\_\_\_

→ Irrevocable By:  Buyer  Seller Date/Time: \_\_\_\_\_

→ Commission:  Half month's rent  Other: \_\_\_\_\_

## CLAUSES

<input type="checkbox"/> <b>First and Last:</b> The Tenant submits with this Offer, the first and last month's rent and will provide on or before occupancy, _____ post dated cheques for the balance of the lease.
<input type="checkbox"/> <b>Letter of Employment:</b> The Tenant agrees to provide a Letter of Employment upon acceptance of this Offer.
<input type="checkbox"/> <b>Sole Occupants:</b> The Tenant(s) agree that they will be the sole occupant(s) of this unit.
<input type="checkbox"/> <b>Credit Check:</b> This Offer to Lease is conditional upon the Landlord satisfying himself concerning the personal and/or credit worthiness of the Tenant. The Tenant hereby consents to having the Landlord conduct or cause to be conducted a person and/or credit investigation in respect to the Tenant. Unless the Landlord gives notice in writing delivered to the Tenant as hereinafter indicated not later than _____ days, that this condition is fulfilled, this Offer shall be null and void and the deposit shall be returned to the Tenant in full without deduction. This condition is included for the benefit of the Landlord and may be waived at his sole option by notice in writing to the Tenant within the time period stated herein.
<input type="checkbox"/> <b>Conditional on Inspection:</b> This Offer is conditional upon the Tenant(s) being able to inspect the said premises on or before _____ and finding the said premises to his/her satisfaction, otherwise this Offer shall become null and void and the deposit monies to be returned to the Lessee in full, without interest or deductions. This condition is included for the benefit of the Tenant(s) and may be waived at his sole option by notice in writing to the Landlord within the time period stated herein.
<input type="checkbox"/> <b>Increase of Rent:</b> The Tenant agrees that an increase of ___% will be in effect on the second year of this lease, in accordance with the guidelines established under the applicable rent review legislation.
<input type="checkbox"/> <b>Taxes/ Fire Insurance:</b> Landlord shall pay real estate taxes, (condominium fees and parking, if applicable) and maintain fire insurance on the premises. The Tenant(s) acknowledges that the Landlord's fire insurance on the premises provides no coverage for the Tenant's personal property.
<input type="checkbox"/> <b>Tenant Pays Utilities:</b> The Tenant(s) agrees to pay the cost of all utilities required on the premises during the term of the lease and any extension thereof, including but not limited to electricity, water, sewer and gas, or other fuel. The Tenant(s) further agrees to provide proof to the Landlord on or before the date of possession that the services have been transferred to the Tenant's name.
<input type="checkbox"/> <b>Cleaning of Carpets:</b> The Landlord agrees to have the carpets professionally cleaned prior to the commencement of the lease at the Landlord's cost, and the Tenant shall have the carpets professionally cleaned at the end of the lease term at the Tenant's cost.
<input type="checkbox"/> <b>Condo By-Law Compliance:</b> The Tenant shall comply with all By-laws of the Condominium Corporation.
<input type="checkbox"/> <b>Consent to Decorate:</b> The Tenant agrees not to make any decorating changes to the premises without the express written consent of the Landlord or his authorized agent.

**Chattels Left by Owner:** The Tenant agrees that any chattels left on the rented premises, and not specifically mentioned herein, may remain and be stored on the premises at no cost to, and shall remain at the risk of, the Landlord.

**Property Left in Good Condition and Good Repair:** The Tenant(s) and Landlord agree that the Tenant shall ensure that the home is returned to its pre-occupancy condition before vacating the home (normal wear and tear excepted). The Tenant agrees that any repairs required for this purpose shall be completed at the Tenant's sole expense, before, or upon expiration of this Lease or renewal thereof.

**Permission to Sublet:** The Landlord shall permit the Tenant to sublet during the lease term, subject to approval of the Landlord which shall not be unreasonably withheld.

**Not to Sublet:** The Tenant shall not sublet the premises without the prior written consent and approval of the tenants by the Landlord.

**No pets/ No Smoking:** The Tenant(s) covenants with the Landlord that the Tenant(s) will not keep any pets nor smoke in the leased premises.

**Pets Permitted:** The Tenant(s) agrees to be responsible for any repair or replacement cost due to the presence of any pets on the premises. The Tenant(s) further agrees that if pets are kept on the premises, the Tenants shall, at lease termination, have the carpets professionally cleaned and make any repairs that may be necessary to restore any damages caused by pets.

**Agreement to Lease Only:** The Tenant(s) and Landlord(s) agree that an accepted Agreement to Lease shall form a completed lease and no other lease will be signed between the parties.

**Chattels Included:** The following appliances belonging to the Landlord are to remain on the premises for the Tenant's use:

**Appliances Left in Working Order:** The Landlord represents and warrants that the appliances as listed in this Agreement to Lease will be in good working order at the commencement of the lease term. The Tenant(s) agrees to maintain the said appliances in a state of ordinary cleanliness, save for normal wear and tear

**Report Repair to be done on Appliances:** The Tenant(s) agrees to report promptly any required repairs or breakdown of appliances, plumbing, electrical etc. and the Landlord shall have the problem rectified as soon as possible.

**Tenant Responsible for Minor Repairs:** The Tenant(s) agrees to pay for and be responsible for such minor repairs up to and including the first \$50.00 such as light bulbs, tap washers, etc., considered as normal wear and tear.

**Tenant Responsible for Repairs Incurred by the Tenant:** The Tenant(s) agrees to pay for the cost of repairs to the premises, plumbing and/or appliances cause by his/her negligence or willful damage.

**Parking Spot Included:** The Landlord agrees that ONE (1) parking space is included in the rent.

**Locker Included:** The Landlord agrees that one locker is included in the rent.

**Vendor to Inspect on Occasion:** The Landlord and/or his/her representative shall have the right to enter the premises from time to time and at reasonable hours provided at least twenty-four (24) hours notice is given, for the purpose of inspection and determining the condition hereof. The Landlord shall also have the right for re-entry for non-payment of rent or non-performance of covenants.

