

Forms and Checklists

Table of Contents

Sample Tenant Resume 2

Sample Roommate Agreement 3-4

Sample Confidential Emergency Form ... 5

Sample Rental Agreement 6-7

Sample Inventory Checklist 8-9

Sample Holding Deposit Receipt 10

Sample Maintenance Request..... 11

Sample Rental Agreement for a Room
in a Private Home 12

Sample 30 Day Move-Out Letter 13

Sample Sublease Agreement 14

University Housing
Cal Poly
One Grand Avenue
San Luis Obispo, CA 93407-0207
805.756.1226

housing.calpoly.edu

Sample Tenant Resume

PERSONAL INFORMATION

Name _____
(FIRST) (MIDDLE) (LAST)

Social Security Number _____ Date of Birth _____

Drivers License Number _____ Occupation _____

Major _____ Year in School _____

Current Address _____

Current Telephone _____ Length of Stay _____

EMPLOYMENT/FINANCIAL INFORMATION

Gross Income: \$ _____ Source: Self-Employed _____ Parental Support _____

Part-Time Job _____ Grants/Loans _____ Other (specify) _____

If employed, occupation & employer _____

Supervisor's Name & Phone _____

Savings: Bank & Branch _____

Checking: Bank & Branch _____

Credit Cards/Other Credit References _____

PERSONAL REFERENCES (NAME, ADDRESS, & PHONE)

PREVIOUS LANDLORD'S NAME & ADDRESS: _____

PHONE: _____

DATES LIVED AT RESIDENCE: _____ through _____

In case of emergency, please contact: _____

Signature of Applicant _____ Date _____

Address of Proposed Rental _____

Sample Roommate Agreement

Roommates are co-tenants under this agreement. The roommates to this contract are:

A.) Name	D.) Name
B.) Name	E.) Name
C.) Name	F.) Name

We have signed a Lease/Rental Agreement for the address below:

This agreement shall be in effect from _____ to _____

Owner/Landlord (Name & Address): _____

Rent: The monthly rental for the property at the address above is: \$_____ due and payable on the _____ of each month. Each roommate agrees to pay the amount specified below:

A.) Name	\$ Amount	D.) Name	\$ Amount
B.) Name	\$ Amount	E.) Name	\$ Amount
C.) Name	\$ Amount	F.) Name	\$ Amount

Utilities: Responsibilities for the following utilities are allocated as follows:

	Account in the name of:	Amount of Deposit:	Deposit Paid By / Refunded To:	How Bill is Shared
Water				
Gas				
Electricity				
Trash Removal				
Cable TV				
Internet				

Security Deposit: The roommates have collectively paid a Security Deposit of \$_____. Each roommate has individually contributed the amounts specified below to the Security Deposit:

A.) Name	\$ Amount	D.) Name	\$ Amount
B.) Name	\$ Amount	E.) Name	\$ Amount
C.) Name	\$ Amount	F.) Name	\$ Amount

Each Roommate will redeem his/her portion of the Security Deposit either when the property owner/manager returns it or when a substitute roommate moves in and replaces the leaving roommate's portion of the Security Deposit. Damage charges, due demonstrably to a particular roommate's action or inaction, will be deducted from that roommate's portion of the Security Deposit.

Cleaning Your Place:

We agree to keep the unit clean at all times only when guests are expected or _____
We will clean the unit everyday once a week only when needed or _____
We will take out the trash when trash is full when it starts to smell everyday. We will rotate trash duty every ___ days/weeks.
We will clean the oven/microwave regularly when it may become a fire hazard when we are afraid to use it.
We will each do our own laundry when out of clothes when my room starts to smell on a regular basis.

Additional Guidelines: _____

Guests:

Guests (short term) are okay until _____ am/pm at night and as early as _____ am/pm in the day.
Guests (short term) are okay during the week only on weekends either.
We agree disagree to allow guests to be in the unit when the host is not present.

Additional Guidelines: _____

Bathroom Use:

If one of us takes a shower, we will be in the bathroom for no longer than _____ minutes/hours.
If one of us takes a bath, we will be in the bathroom for no longer than _____ minutes/hours.
If one of us makes a mess in the bathroom, we will clean-up immediately after class or _____

Additional Guidelines: _____

Kitchen Use:

If we cook in the kitchen, we will clean the countertops immediately after class or _____
If we cook in the kitchen, we will clean dishes immediately after class or _____
We agree to clean out the refrigerator weekly when things go bad when there is no room or _____

Additional Guidelines: _____

Miscellaneous:

Security: We agree to keep bedroom doors locked at all times when not home when we have guests over other:
Windows: We agree to keep windows open closed when at home not at home at night other:
Temperature: We agree to set the thermostat to: _____ degrees.

Additional Guidelines: _____

Communication:

When I am stressed or upset, I

Roommate A: _____
Roommate B: _____
Roommate C: _____
Roommate D: _____
Roommate E: _____

If there is a problem between any of us, we agree to resolve it individually as a group.

Additional Information: _____

By signing below, I agree to the above guidelines and agree to review these guidelines if necessary	
Roommate A	Date
Roommate B	Date
Roommate C	Date
Roommate D	Date
Roommate E	Date

Confidential

(To Be Used **Only** In Emergencies)

I. ROOMMATE INFORMATION (Information to be retained in case of an emergency)

Name (as it appears on your SS card):		Preferred Name	Email address
<u>Local</u> Home Address:		City, State and Zip Code	
Mailing Address: <i>(If different from home address)</i>		City, State and Zip Code:	
<u>Local</u> Home Phone:	Cell Phone:	Pager:	
Date of Birth:	Medical Insurance:		
Allergies/Other Medical Information to Assist in Emergency:		Food Allergies/Special Needs	

II. EMERGENCY CONTACT INFORMATION

Primary Emergency Contact:		Relationship:
Home Phone:	Business Phone:	Cell Phone:
Street Address:		City, State and Zip Code:
2nd Emergency Contact:		Relationship:
Home Phone:	Business Phone:	Cell Phone:
Street Address:		City, State and Zip Code:

III. MAJOR DISASTER EMERGENCY CONTACT (Out of Area)

Out of Area Emergency Contact:		Relationship:
Home Phone:	Business Phone:	Cell Phone:
Street Address:		City, State and Zip Code:

IV. SIGNATORY SECTION

Signature:	Date Signed:
------------	--------------

There is no change to this information I have made changes to this information Initial _____ Date _____

Rev 02/07/06

Sample Rental Agreement

1. Parties

The parties to this Agreement are _____, hereinafter called "Landlord," and _____, hereinafter called "Tenant." If Landlord is the agent of the owner of said property, the owner's name and address is _____.

2. Property

Landlord hereby lets the following property to Tenant for the term of this Agreement: (a) the real property known as _____ and (b) the following furniture and appliances on said property: _____.

3. Term

- This Agreement shall run from month-to-month, beginning on _____.
- The term of this lease is _____ months, beginning (month, day, year) _____, and terminating _____.

4. Rent

The monthly rental for said property shall be \$ _____ per month, payable in advance, upon the _____ day of each calendar month. In the event rent is not paid within five (5) days after due date, Tenant agrees to pay a late charge of _____ per day. Tenant further agrees to pay _____ for each dishonored bank check.

5. Utilities

Landlord agrees to furnish the following services and/or utilities: () Electricity, () Gas, () Garbage Collection, () Trash Removal, () Water, and () _____.

6. Total Sum Paid on Execution of Contract:

First month's rent \$ _____

Last month's rent \$ _____

Refundable Security Deposit \$ _____ TOTAL \$ _____

***The security deposit will be refunded within 3 weeks following the termination of the tenancy; unpaid rent, charges for damages beyond normal wear and tear, and costs for reasonable cleaning may be deducted.

7. USE: The premises are to be used exclusively for residential purposes.

8. Visitation and Guests: The Tenant may have occasional overnight guests without notice to or consent of the Landlord. The number of such guests shall not exceed _____ at any time, regardless of the number of Tenants. The same Overnight guest may not stay more than three (3) nights during any consecutive fifteen (15) day period, except with the written permission of the Landlord.

9. NOISE & NUISANCE: The Tenant agrees not to make any excessive noise or nuisance that will disturb the peace and quiet of the neighbors. The Landlord agrees to maintain peace and quiet in those areas of the building which are subject to the Landlord's control.

- 10.** Tenant shall not lease, sublease or assign the premises without the consent of the Landlord (but this consent shall not be withheld unreasonably).
- 11.** Landlord may enter the premises at reasonable times for the purposes of inspection, maintenance or repair, and to show the premises to buyers or prospective tenants. In all instances, except those of emergency or abandonment, the Landlord shall give Tenant reasonable notice (at least one day) prior to such an entry.
- 12.** Tenant agrees to occupy the premises and shall keep the same in good condition, reasonable wear and tear excepted, and shall not make any alterations thereon without the written consent of the Landlord.
- 13.** Landlord agrees to regularly maintain the building and grounds in a clean, orderly, and neat manner. Landlord further agrees upon notice by Tenant to complete within a reasonable time all necessary repairs, including those of appliances and utilities, which are furnished with the premises.
- 14.** Tenant agrees not to use the premises in such a manner as to disturb the peace and quiet of other tenants in the building. Tenant further agrees not to be a public nuisance and not to conduct business or commercial activities on the premises.
- 15.** Tenant shall, upon termination of this Agreement, vacate and return the dwelling in the same condition that it was received, less reasonable wear and tear, and other damages beyond the Tenant's control.
- 16.** In a dispute between Landlord and Tenant which gives rise to any action in court, the losing party will pay the court costs and reasonable attorney fees of the successful party.
- 17.** Additional Terms:

We, the undersigned, agree to this Rental Agreement:

Landlord:

Tenant:

Signature (s)

Signature (s)

Date

Date

Sample Inventory Checklist

This form is for the purpose of recording the condition of the dwelling and its furnishings when a tenant takes occupancy, and the subsequent condition when the tenant terminates the tenancy and vacates the premises. A copy of the form should be made after the first inspection, and the original and the copy should be signed by both the tenant and the landlord. The tenant should be sure to keep a copy.

It is suggested that the tenant and the landlord meet on the premises about two weeks before the tenant moves out for the purpose of alerting the tenant to problems which would necessitate a charge for cleaning, repair or replacement. This should allow the tenant sufficient opportunity to remedy the problem, enabling the landlord to refund the tenant's deposit.

ADDRESS: The location of the premises is: _____

KITCHEN			
ITEM	Quantity	Condition Upon Arrival	Condition Upon Departure
example: refrigerator	1	Molding coming off door	
Cabinets/Breadboards			
Floor Covering			
Walls and Ceiling			
Counter Surfaces			
Stove & Oven, Range, grills, etc.			
Refrigerator (ice trays, light, etc.)			
Sink and Garbage Disposal			
Tables and Chairs			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures			
Other (specify)			

LIVING ROOM			
Floor Covering			
Walls and Ceiling			
Tables and Chairs			
Sofa			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures			
Lamp (s)			
Pictures (s)			
Other (specify)			

BATHROOMS			
Floor Coverings			
Walls and Ceiling			

BATHROOMS (continued)

Shower & Tub (walls, door, etc)			
Plumbing Fixtures			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures, Exhaust Fan			
Mirror			
Sink			
Cabinets			
Towel Racks			
Other (Specify)			

BEDROOMS

Floor Covering			
Walls & Ceiling			
Closet (doors & tracks)			
Desk(s) and Chairs			
Dresser(s)/Chest of Drawers			
Bed(s) (frames, mattress, box spring, pads)			
Windows (drapes, screen)			
Doors (including hardware)			
Light Fixtures			
Book Shelves			
Other (Specify)			

HALLWAYS/OTHER AREAS

Floor Covering			
Walls and Ceiling			
Closets (doors & tracks)			
Light Fixtures			
Air Conditioner, Filter			
Heater Filter			
Patio, Deck, Yard			
Water Heater			
Screen Door(s)			
Outside Light(s)			
Other (specify)			

Beginning Inventory Date _____ End Term Inspection Date _____

Signature of Tenant _____ Signature of Landlord _____

Sample Holding Deposit Receipt

_____, 20 ____

The undersigned hereby acknowledges receipt of \$ _____ from _____.
In consideration of this amount, the Undersigned agrees to hold Apartment No. _____
at _____
for the period of _____, 20 ____ to _____, 20 _____.

It is further agreed that if the prospective tenant(s) accepts said apartment on _____
20 ____ at a monthly rental of \$ _____ per month, this deposit will be applied toward the first
month's rent.

If the prospective tenant(s) does not accept said apartment on that date, the consideration
mentioned above will be applied as rental for the apartment from the date of this receipt until
_____, 20 _____, and: (circle one)

NO PORTION WILL BE REFUNDED

AN AMOUNT OF \$ _____ WILL BE REFUNDED

AN AMOUNT EQUAL TO \$ _____ PER DAY FOR THE TOTAL NUMBER OF DAYS THE APARTMENT WAS
HELD WILL BE DEDUCTED FROM THE DEPOSIT AND THE BALANCE WILL BE REFUNDED.

MANAGER/OWNER

Sample Maintenance Request Letter

_____, 20 ____

To: Mr/Ms _____

Dear _____,

This is to inform you of the following maintenance request.

Tenant's Name: _____

Address: _____ Phone: _____

Description of the Problem: _____

Date requested: _____

yes no Maintenance staff may enter my residence to correct the problem at any time.

yes no Maintenance staff must make an appointment with Tenant(s) in order to be admitted to the residence. Best time to contact Tenant(s) to make an appointment is _____am/pm.

Sincerely,

Signature of Tenant(s)

**Remember to
Keep a Copy!**

Sample Rental Agreement for a Room in a Private Home

THIS AGREEMENT IS BETWEEN:

(Property Owner/Manager) _____ and _____ (Tenant)

For the rental of a room located at: _____.

The monthly rent shall be \$ _____, payable on the _____ day of every month.

A security deposit of \$ _____, including Last Month's Rent (Y N), paid on _____ (date), shall be refunded by Property Owner/Manager within 21 days following Tenant's move-out, less any appropriate and reasonable charges for cleaning or for damages caused by Tenant or Tenant's guests.

With 30 day written notice to Tenant, Property Owner/Manager may raise the rent, terminate the tenancy or alter other terms of the agreement. Conversely, Tenant may give Property Owner/Manager 30 day written notice of intent to quit the premises.

Property Owner/Manager agrees to furnish the following utilities:

Electricity: _____ Gas: _____ Trash Removal: _____ Water: _____ Cable TV: _____ Yard Maintenance: _____

Tenant agrees to observe the following house rules: _____

(for additional House Rules, please see attachment: (Y N) _____

Room Maintenance & Privacy: Tenant shall maintain room in a safe, clean and sanitary condition. Other than in emergency situations, Property Owner/Manager may enter room to initiate repairs only after having given Tenant 24 hours advance notice.

In Case of Emergency, Tenant authorizes Property Owner/Manager to contact:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Signatures: _____

Sample 30 Day Move-Out Letter

Date _____

Mr/Ms

Dear _____

This is to inform you that I (We) hereby give you 30-days notice that I (We) shall be terminating my (our) tenancy and delivering up possession of the premises at _____ which I (We) now hold as your tenant(s) on the day of _____, 20____.

Sincerely,

(Signature of All Tenants)

Sample Sublease Agreement

This is an agreement to sublet real property according to the terms specified below.

THIS AGREEMENT IS NOT VALID UNLESS SIGNED BY THE LANDLORD OR AGENT GIVING TENANT PERMISSION TO SUBLET.

The sublessor agrees to sublet and the sublessee as a subtenant agrees to take the premises described below. Both parties agree to fulfill the agreements expressed below.

Sublessor hereby leases to sublessee the following premises

(Address) (Unit No.) (City) (State) (Zip)

ON THE TERMS OF THE ORIGINAL LEASE OR RENTAL AGREEMENT, A COPY OF WHICH IS ATTACHED. The sublessee agrees to assume all of the obligations and responsibilities of the sublessor under the original lease for the duration of the sublease agreement. The term of this sublease is _____, beginning _____, 20____.

The rent is \$ _____ per month and is payable to:

(Name) (Street Address)

(City) (State) (Zip) (Phone Number)

Total paid on execution of sublease:

First Month's rent: \$ _____

Refundable security deposit: \$ _____ Total \$ _____

Sublessee agrees to pay the rent and to vacate the leased premises on expiration of the term in as good condition as they are now, reasonable wear and tear excepted. No further subletting of the lease shall be made.

At the time of taking possession of the premises by the sublessee, the sublessor and the sublessee will fill out an inventory checklist. The sublessee will indicate on the form whether the furniture and decorations, as well as the premises, are in good condition. The sublessor and the sublessee will sign and receive a copy of the inventory form within three (3) days of taking possession.

The security deposit may be applied by sublessor toward reimbursement for any cost incurred because of sublessee's violation of this agreement, including nonpayment of rent.

Date _____

1. _____
(Sublessor)

1. _____
(Sublessee)

2. _____
(Sublessor)

2. _____
(Sublessee)

3. _____
(Sublessor)

3. _____
(Sublessee)

THE UNDERSIGNED, LESSOR IN THE ORIGINAL LEASE, HEREBY CONSENTS TO THE SUBLETTING OF THE ABOVE DESCRIBED PREMISES AS SET OUT IN THIS SUBLEASE AGREEMENT.

Date _____

(Landlord or agent)