





Instructions: If you are leasing a single family/townhouse, please fill out the checklist below to the best of your knowledge and return the checklist to _____ at _____ (e.g., *Larry H. Haber, Esq., Abrams Garfinkel Margolis Bergson, LLP (AGMB) at lhaber@agmbllaw.com*) for the REBNY Form Lease to be prepared. If you are leasing (i) an apartment in a condominium building, (ii) an apartment in a cooperative building, or (iii) a non-rent stabilized apartment in a building that is neither a condominium nor a cooperative, please consult the applicable checklist.

| Single Family/Townhouse Lease Checklist | |     <small>POWERED BY</small> <small>ABRAMS GARFINKEL MARGOLIS BERGSON, LLP</small> | |
|--|--|---|---|
| Article | Question | Answer (if applicable) | |
| Preamble | Who is the Owner ? | | |
| | Please provide the Owner's address . | | |
| | Who is the Tenant ? | | |
| | Please provide the Tenant's address . | | |
| Premises and Use | 1 | What is the Premises address ? | |
| | | Other than the named tenant(s), please provide any Permitted Occupants . (note that pursuant to Real Property Law §235-f, the Landlord cannot restrict a Tenant's immediate family from occupying the Premises) | |
| Lease Commencement Date; Length of Lease | 2 | What is the Lease Commencement Date ? | |
| | | How long is the Term ? | 1-YEAR <input type="checkbox"/> 2-YEARS <input type="checkbox"/> _____ MONTH(S) |
| Rent | 3A | What is the monthly Rent amount? | \$ _____ |
| | 3B | Unless Owner instructs otherwise, upon Lease execution, Tenant will be required to pay by bank or cashier's check (i) one (1) months' rent, (ii) the Security Deposit (see Section 4 below), and (iii) any commission due by Tenant to the Broker (note that landlords cannot require greater than one (1) months' rent at Lease signing). | |
| | 3E | What form of payment must Tenant use to pay Rent? (if by direct deposit, please provide the wiring instructions to provide the Tenant). | CHECK (ONLY) <input type="checkbox"/> DIRECT DEPOSIT (ONLY) <input type="checkbox"/> EITHER FORM IS ACCEPTABLE <input type="checkbox"/> |
| Security Deposit | 4 | What is the amount of the Security Deposit ? (note that the amount cannot exceed one (1) months' rent) | \$ _____ |
| | | What is the name and NY address of the bank that Owner is depositing the Security Deposit in? (note that the Security Deposit must be deposited in a segregated account with a bank located in the state of New York) | |
| Changes and Alterations | 9C | Is Owner pre-approving any Alterations which may be made by Tenant (at Tenant's sole cost and expense)? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Services and Facilities | 12B | Aside from heat and water which Owner is required to provide by law, are there any other utilities included in the Rent? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | 12E | The Tenant is responsible for the cost of any repair or replacement to appliances caused by Tenant's or Tenant's agent's, contractor's, invitee's, licensee's, guest's or servant's negligence or misuse . Will the Tenant also be responsible for the initial cost (e.g., \$250 or \$500) of any repair or replacement not caused by Tenant ? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Bills and Notice | 25 | Does Owner want to allow for notices under the Lease via email ? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | If yes, please provide the Owner's email address for notices. | |
| | | If yes, please provide the Tenant's email address for notices. | |
| | | Please provide the Owner's mailing address for notices under the Lease. Please provide any mailing address that notices to the Owner should be copied to (e.g., the attorney preparing the Lease). | |
| Insurance | 32C(i) | Is the Tenant required to obtain General Liability Insurance ? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | If yes, what is its minimum amount (e.g., \$500,000 or \$1,000,000)? | \$ _____ |
| | | If yes, what is the minimum amount of any required umbrella policy ? | \$ _____ |
| Furniture | 33 | Is the Premises being leased furnished ? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Broker | 34 | Who is the Tenant's Broker on the Lease (if any)? | |
| | | Who is the Owner's Broker on the Lease (if any)? | |
| | | If there is a Broker(s) on the Lease, which party is responsible for paying the brokerage commission? | OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> |
| | | | OTHER _____ |

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| Article | | Question | Answer (if applicable) | |
|---|-----|---|---------------------------------|----------------------------------|
| Option to Renew | 35A | Does the Tenant have the right to extend the Term of the Lease ? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | If yes, for how long? | 1-YEAR <input type="checkbox"/> | 2-YEARS <input type="checkbox"/> |
| | 35B | If yes, what is the monthly Rent for the Extension Term ? | \$ _____ | |
| Terraces, Balconies and Backyards | 36 | Does the Premises include a terrace, balcony, and/or backyard ? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Lead Paint Disclosure | 37 | Was the Building erected after 1978? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Pets | 38 | Is the Tenant permitted to keep pets at the Premises (upon Owner's prior written consent)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | 38B | If yes, please provide a brief description of any approved pet (e.g., <i>one (1) male Yorkie that is approximately 12 lbs.</i>). | | |
| Bicycles | 60 | Are bicycles permitted to be stored inside of the Premises? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Alarm System | 61 | Is there an existing Alarm System at the Premises? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Guaranty | | Is the Tenant required to provide a Guarantor(s) on the Lease? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | If yes, please provide the name and address of the Guarantor(s). | | |
| Reminder: You will need to provide and execute (as applicable) the statutorily required Riders attached to the REBNY Form Lease. | | | | |

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