

Basic Lease Provisions

Listed below are basic terms that must appear on a lease agreement:

- Name of owner/landlord
- Name of tenant
- Unit rented (address, apartment number, and any other information needed to identify the unit)
- Term of the lease
 - a) Initial term
 - b) Provision for renewal terms
- Amount of the monthly rent to owner/landlord
- Utilities and appliances to be supplied by the owner
- Utilities and appliances to be supplied by the tenant

The lease should include the amount of the security deposit. The lease should also address renewal terms, notice period for termination of tenancy and rent increases after the initial term.

There may be additional terms that should appear on a lease to meet local or state law. In the next section, resources have been provided for obtaining lease forms or professional advice.

Resources for Leasing Information

- 1) **Rental property owners associations**
RHANAC (Rental Housing Association of Northern Alameda County) www.rhanac.org and the Apartment Owners Association (AOA) are two companies that are active in the area.
- 2) **Property management companies**
(Search in your local phone book or websites under **Real Estate**)
- 3) **Office supply stores**
- 4) **Bookstores**
- 5) **Online**
There are numerous public and commercial websites that offer landlord/ tenant information and forms. Try starting with www.hud.gov, the Department of Consumers Affairs at www.dca.ca.gov/publications/landlordbook/index.shtml or www.nolo.com.