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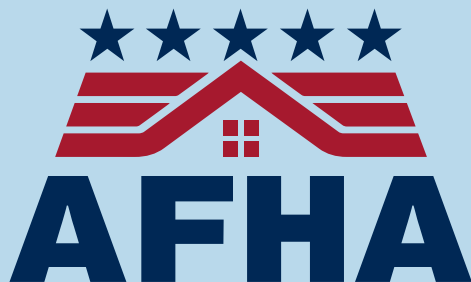
# LEASE REVIEW CHECKLIST

Armed Forces Housing Advocates  
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## INSIDE THIS CHECKLIST

**AFHA'S GUIDE FOR A  
SUCCESSFUL MOVE  
INTO YOUR MHPI  
HOME**



## **WHO WE ARE & WHY YOU NEED A CHECKLIST**

Armed Forces Housing Advocates serve military families of every branch across the continental US, Hawaii, and Alaska. We seek to empower 700,000 families living in privatized military housing through our direct advocacy services. Since May 2021, our advocates have helped more than 2,000 families nationwide with issues such as mold remediation, asbestos, lead exposure, window safety, ADA compliance, gas leaks, sewage leaks, and PCS homelessness.

AFHA's Lease Review Checklist helps potential residents of MHPI-managed properties with the best chance at gaining safe and habitable housing. Our quick checklist provides education on what to look for in your lease and potential new home. Please see our other guides for more information on laws, definitions of common terms in leases, and the Tenant Bill of Rights!

# GENERAL ITEMS

## ASK YOUR MANAGEMENT COMPANY THESE QUESTIONS

- Term and Lease Renewal* – How long is the lease term? When does it renew, and does it automatically renew? If receiving a lower than BAH rate on the home, does the rent change when renewed, or does it move month-to-month? How much notice is required before terminating the lease?
- Renters Insurance* – Are residents required to hold a renters insurance policy? If yes, what are the requirements for that policy? (AFHA advises all renters to have a renters insurance policy to protect themselves and their property)
- Move-In Condition* – Are you being provided a sheet to fill out to give your home's current “move-in” condition? How long do you have to fill out the form? Will the issues found with the house on move-in be remediated by maintenance?
- Maintenance History* – Are you being provided the 7-year maintenance history of your home before the lease signing?



- Dislocation Policy* – What is the policy for families dislocated from their homes due to circumstances outside their control, such as repairs?
- Tenants Bill of Rights* - How many rights are being offered to residents currently? Which ones are available? See the reference guide to view all 18 rights.
- Right to Enter* - Is this mentioned in the lease? How much notice does the company need to give before entering your home? If you put in a work order, does that allow them permission to enter?
- Copy of lease* - If your lease was signed electronically, can you get a physical copy? If signed in person, ensure they make you a copy for your records. AFHA suggests keeping a copy of your signed lease, even emailing yourself a copy.



## SAFETY

### MAKE NOTE OF SAFETY NETS IN THE HOME

- Fire and Carbon Monoxide* – Do the homes have fire and carbon monoxide detectors?
- Windows* – For those with young children: Are the windows on the second story below 42" from the floor to the sill? If so, due to that being a safety hazard, can window guards be placed on those windows?

## EFMP FAMILIES

### ACCOMMODATIONS FOR DISABLED FAMILY MEMBERS ARE THE LAW

If you are an EFMP family and need an accommodation for your home or you require an accessible home, please see our reference guide for more information.

## ENVIRONMENTAL

### PROTECT YOURSELF FROM TOXIC EXPOSURES

- Asbestos* – Does the home have asbestos-containing material? Where is the asbestos-containing material located in this home specifically? If yes, see the reference guide on asbestos.
- Lead* – Does the home have the potential for lead-based paint? Was the house built before 1978? Where is the lead-based paint located? If yes, see the reference guide on lead.
- Perimeter Soil* - Does your lease have a clause specifying anything about your perimeter soil or limiting your exposure to the soil around your home? If yes, see the reference guide on soil.
- Mold* - What is the process for reporting mold? What standards are followed for the remediation of mold if mold is present? Does the Housing Company have a mold management plan they can provide you with that defines their protocols for handling mold within the home?
- Water Intrusion* - Is water intrusion considered an emergency? How quickly should maintenance assess the damage?

