



LEASING 101

Leases should:

1. Include readable, plain language.
2. Cover all aspects of the landlord and tenant relationship with clear roles and responsibilities.
3. Be legally compliant and regularly updated to reflect ever-changing laws.
4. Reflect the unique needs of the housing provider, rental community and residents during the lease term.
5. Prioritize price transparency by identifying rent, fees and other charges at the beginning of the lease.

For nearly 25 years, the National Apartment Association (NAA) Click & Lease is a national lease offered exclusively to NAA members. **NAA Click & Lease is the most widely used lease template in the rental housing industry.** Along with our partner, the Texas Apartment Association, which utilizes the same template, Click & Lease covers 8 million units across 35,000 rental communities in all 50 states. **Our lease is the industry standard leasing product.**

We deeply recognize the importance of the practices mentioned above, particularly transparency. Beginning in 2024, NAA will roll out its "Know Your Costs" summary on the first page of the lease in every state where we do business which includes key cost information on rental costs, fees and charges during the lifecycle of the tenancy.

LEASE DETAILS

A. Apartment (Par. 2)

Street Address: _____
Apartment No. _____ City: _____ State: _____ Zip: _____

B. Initial Lease Term. Begins: _____ Ends at 11:59 p.m. on _____

C. Monthly Base Rent (Par. 3) \$ _____ D. Prorated Rent \$ _____ due for the remainder of 1st month, or for 2nd month

E. Security Deposit (Par. 5) \$ _____ *Note that this amount does not include any Animal Deposit, which would be reflected in an Animal Addendum.*

F. Notice of Termination or Intent to Move Out (Par. 4) A minimum of _____ days' written notice of termination or intent to move out required at end of initial Lease term or during renewal period. *If the number of days isn't filled in, notice of at least 30 days is required.*

G. Late Fees (Par. 3)

Late Fee. _____ % of one month's monthly base rent or \$ _____. Late fee is due if rent is unpaid by 11:59 p.m. on _____ Daily Late Fee _____

H. Returned Check or Rejected Payment Fee (Par. 3.4) \$ _____.

I. Relletting Charge (Par. 7.1) A relletting charge of \$ _____ (not to exceed _____% of the highest monthly Rent during the Lease term) may be charged in certain default situations.

**Disclaimer: This is only a sample and does not represent the final product.*