

Lease packet checklist

Use with the full guide. This is an operational checklist, not a lease or a replacement for required disclosure forms.

Property / unit / owner or manager

Tenants / new lease or renewal / offer date / signing date / start date

For each row: mark D = done, N/A = not applicable, or R = review needed. Record the document version, delivery date and initials. Resolve every R before proceeding.

Document / review step	Status	Date / version / initials
Coverage and parties. Check RLTO exclusions, other applicable laws, owner authority, subsidy terms and every tenant's correct name.		
Heating cost - before money or agreement. If the tenant directly pays individually metered heat, check city disclosure timing, utility data and signed receipt; review renewal exception.		
Safe Homes summary. Put the complete current official summary first in the written lease packet, including renewals. Each tenant signs each summary page.		
Federal lead package. For covered pre-1978 housing, supply required information, known records and acknowledgment before the tenant is bound. Retain signed records.		
Radon. For applicable units below the third story, check pamphlet, statutory form and known hazard reports, including renewal requirements.		
Flood disclosure. Before signing, check floodplain status and known property/parking flooding. Lower-level units include first floors; review ten years. Both parties sign.		
Shared utility meter. Before lease/renewal offer or deposit: disclose other areas/uses, supply twelve-month bills unless waived in writing, and state any rent reduction.		

Primary references (click to open): [IDHR Safe Homes guidance](#) | [Chicago 5-16-010: heating costs](#) | [EPA lead disclosure](#)

Full guide: jakenfinancegroup.com/blog/chicago-lease-agreement-checklist/

City attachments and final review

Keep a complete signed packet and delivery record. Recheck requirements at renewal rather than assuming the original attachments remain sufficient.

Document / review step	Status	Date / version / initials
RLTO summary. For covered leases, attach the current city summary when the lease or renewal is first offered; include required deposit-interest information.		
Owner / agent contacts. Identify the owner or authorized manager and service-of-process contact, with addresses and phone numbers. Keep changes current.		
Property conditions. Check required prior-year code-citation, pending enforcement and utility-termination disclosures before new lease or renewal.		
Foreclosure. Check whether a pending action triggers notice, its timing and the recipients under the applicable law.		
Bedbugs and recycling. Supply the city bedbug brochure before covered new leases and renewals. Check required building-specific recycling instructions.		
Money and terms. Separate rent, deposit and fees. Check deposit bank/receipt rules, prohibited lease clauses, utilities and lawful renewal dates.		
Program documents. If applicable, reconcile the lease with subsidy approval, HUD tenancy addendum and other required program terms.		
Building safety. Provide written smoke/CO alarm instructions. Check conditional high-rise life-safety noncompliance disclosure to prospective occupants.		
Completed file. Confirm signatures, attachments, delivery evidence, tenant copy and secure storage. Assign any unresolved item to a named reviewer.		

Next-date review: Illinois rental-fee provisions in 765 ILCS 705/35 take effect January 1, 2027. Review future fee disclosures and packet placement with counsel alongside Safe Homes requirements.

Final reviewer / review date / unresolved items

Primary references (click to open): [Chicago RLTO](#) | [Flood: 765 ILCS 705/25](#) | [Radon: 420 ILCS 46/26](#) | [Recycling: Chicago 11-5-140](#) | [Alarm instructions](#) | [High-rise disclosure](#)

[Full guide: jakenfinancegroup.com/blog/chicago-lease-agreement-checklist/](https://jakenfinancegroup.com/blog/chicago-lease-agreement-checklist/)