



## IOR DSC Lease Guideline

IOR offers a [comprehensive, non-legal lease summary](#) of the key terms of a lease.

Many DSCs have positively commented on the thoroughness of IOR's lease summary and what a positive tool this is for each assignee.

*Our team needs your attention and focus to check the lease **BEFORE FORWARDING** to your DPM.*

- IOR will review standard completed lease drafts in PDF or WORD format.
- Please do not forward applications or Welcome Letters without the lease draft. Check first.
- IOR will review a lease if there are roommates, and it is a standard lease.
- All lease drafts (including apartments) must have the Addenda – If you are working with a property management firm that uses the NAA lease format, the lease is typically 8 or 9 pages. With addenda, it can be 100 pages. IOR cannot review leases missing addenda- no exceptions.
- As a DSC, you can help us be a gatekeeper by immediately rejecting links and asking the property management company and/or assignee to kindly request the lease in PDF format.
- If you know you have a lease draft that might not be sent until after normal business hours, tell your DPM during the business day so that they can arrange after-hours lease review support.
- *All Canadian leases should be reviewed by the applicable Canadian DSC.*

### **IOR does not review lease if:**

- Month-to-month lease / Lease six months or less.
- Assignee is renting a room in someone's home or subletting a rental property.
- Temporary living/corporate housing lease. If the lease is for one year or more, check with your DPM.

- Blank lease. If specific lease terms are not filled in, please reject them, and ask the landlord/property management co. or realtor to fill in specific terms before forwarding to your DPM.
- No JPEG (picture) files accepted
- Airbnb lease

**We appreciate your cooperation, partnership, and assistance in remembering the important IOR lease summary guidelines!**