**Reminders for Renters**

**II. Pay deposit**  
1. Do not make any payment until decision has made: a retainer is paid to the landlord before the formal signing of the lease. If the renter decides not to proceed with the rental, the money will be surrendered to the landlord. On the other hand, if the landlord backs out of his/her promise with the renter after accepting a retainer, he/she should return the full amount to the renter, along with a 100% compensation.  
  
2. Request a receipt after paying the retainer: the receipt must specify the name of the payer, the address of the property, the amount of the payment (written in Chinese characters), name of the payee and date of payment. In addition, any agreements made between the landlord and the renter can be written on the receipt as proof for the future.