

PROPERTY CONDITION CHECKLIST FORM

YES	NO	N/A	GENERAL:
			Are the utilities (gas, light, water) included in the rent? If not, what is the average monthly cost? _____
			If the apartment or house is furnished, is everything intact and working properly? If anything is broken or not working properly make sure you tell the landlord.
			Are you Crime Free Drug Free Certified?
			If you have your own furniture, is it going to fit well in the space? It is recommended to measure the rooms and the doors to make sure the furniture will get through.
			Are there phone jacks in the apartment or house? Is there a phone line already hooked up to the apartment or house or do you have to order your own?
			Are children allowed in the apartment?
			Are pets allowed in the apartment?
			Does the apartment have an Internet connection? Which rooms have access? _____
			Do you have any limits on decorating (i.e. change wall paint, hang pictures, rearrange the furniture?) _____
			Is there any limitation regarding the number of occupants and guests? _____
			Is there a required security deposit? If so, what needs to be done in order to receive a full refund? _____

YES	NO	N/A	ABOUT THE BUILDING:
			Is there private parking on the grounds? Is it included in the rent or do you have to pay for it separately? _____
			Are there laundry facilities on the grounds? If not, where are the closest ones? _____
			Is there a security system? _____
			Are there fire extinguishers and smoke detectors in the hallways? Where are the closest fire exits? _____
			Is there a maintenance person in the building? If something happens, whom should you call? _____



YES	NO	N/A	ABOUT THE BUILDING: (CONT.)
			Is parking provided? Is it covered? How many spaces do you get? _____ If there is no parking, where can you park? _____
			How does the building look? Is it clean and well maintained? _____
			Do you have postal mail service? Where is your mailbox located? _____

YES	NO	N/A	WINDOWS AND DOORS:
			Do the windows work and lock properly?
			Are the screens in good condition?
			Are the windows well-insulated?
			Can you put in an air conditioner or a fan?
			Does the front door lock work properly? How many keys are there? Can you make more copies if you need to?
			Does the doorbell work, if there is one?

YES	NO	N/A	CARPET AND FLOORING:
			Is the carpet/floor in good condition? Does it need to be cleaned before you move in and move out? Who will pay for it? _____

YES	NO	N/A	HEATING AND AIR CONDITIONING:
			Is there a control switch inside the apartment or house?
			Have the units been kept clean?
			Do they work properly?
			What are the heating sources (gas or electricity)? _____

YES	NO	N/A	LIGHT AND OUTLETS: FINISH THIS ONE
			Are there light fixtures in the apartment? If so, do they work properly?
			Do all of the light switches work?
			Is the walking area to your door well-lit?
			Can you get motion-sensor lighting for outside?
			Do all of the outlets work?
			Are there enough outlets?
			Do you have to buy replacement light bulbs or does your landlord supply them?



YES	NO	N/A	APPLIANCES:
			Are there kitchen appliances? If so, do they work properly?
			Do all the knobs on the oven work?
			If the oven is a gas grill, does it light properly?
			If the landlord owns an outside grill, are you allowed to use it?
			If there is a garage-door opener, are you allowed to use it, and does it work properly?
			If there is a fireplace, are you allowed to use it?
			Is there a circuit box for your facility? Is it accessible and easy to comprehend?
			Is a phone line already installed? Or do you need to have a phone line installed or activated?
			Are there working smoke detectors and fire extinguishers in the house?
			Are you allowed to have a gas or charcoal grill?
			If the house operates on gas or oil heat, how do you get the tank filled? Who pays for it? _____

YES	NO	N/A	CEILINGS AND WALLS:
			Does the inside need to be painted? If so, who will do it and pay for it? _____
			Is the ceiling in good condition? (no cracks, leaks, or warps in the ceiling)
			Is the paint on the ceiling and walls in good condition? (no chipping or peeling)
			Are you allowed to hang posters or pictures on the walls?
			Are you allowed to paint the walls or add shelving or other decorations?

YES	NO	N/A	FAUCETS AND WATER:
			Do shower and water faucets work properly?
			Do the faucets open and close properly?
			What type of shower/bath facilities do you have? _____

YES	NO	N/A	ADDITIONAL QUESTIONS:
			Has the facility been exterminated since the previous tenants moved? If not, when will it be done? _____
			Do they pay for insect extermination costs?
			Is there public transportation access nearby?
			Are there grocery stores nearby? (walking distance or do you need a car)
			Do you have garbage and/or recycling service? When is the garbage day and where should you put your garbage? _____
			Is there a housing association? If so, are you responsible for paying them?
			Are there any association dues? How much? _____

