

PROPERTY CHECKLIST

GENERAL:

Y N N/A

- 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.
- 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?

ABOUT THE BUILDING:

Y N N/A

- 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? _____
Where can you park? How many spaces do you get? Are they covered? _____
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? _____

CARPET AND FLOORING:

Y N N/A

- 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? _____

PROPERTY CHECKLIST

WINDOWS AND DOORS:

Y N N/A

- Do the windows work and lock properly?
- Are the screens in good condition?
- Are all window panes and frames 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?

HEATING AND AIR CONDITIONING UNITS:

Y N N/A

- 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)? _____

FAUCETS AND WATER:

Y N N/A

- Do shower and water faucets work properly?
- Do the faucets open and close properly?
- What type of shower/bath facilities do you have? _____

LIGHTS AND OUTLETS:

Y N N/A

- Are there light fixtures in the apartment? If so, are they in good condition and 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? _____

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APPLIANCES:

Y N N/A

- 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?
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CEILINGS AND WALLS:

Y N N/A

- 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?

ADDITIONAL QUESTIONS:

Y N N/A

- 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? Are they within walking distance or do you need a car? _____
- What 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?

- Do you have garbage and/or recycling service, or do you have to take your garbage/recycling to the dump yourself?
