

APARTMENT SEARCH CHECKLIST

BEFORE YOU BEGIN YOUR SEARCH:

- First and last month's rent is saved
- Security Deposit is saved
- Broker's fee is accounted for (if applicable)

GENERAL

Mandatory:

- Apartment is free of rodents and/or cockroaches
- Apartment contains at least two exits
- Locks are provided for all outer doors
 - ___ Landlord has changed/will change the locks prior to your move-in
 - ___ Doors have a dead bolt lock, chain lock, or view finder (peephole)
- Staircases have a stable handrail provided
- Each room is equipped with either two electrical outlets or one electrical outlet and lighting fixture
 - ___ Apartment contains no temporary wiring
 - ___ No wiring is present under rugs or crossing through doorways
- Heating equipment is functional
 - ___ Any space heaters are properly vented to outdoors
- Ventilation is provided in every room (mechanical or windows)
- Smoke and carbon monoxide detectors are in working order (w/ batteries provided)
- Foundation is waterproof
- ___ Garbage containers are provided (**required if building occupancy contains three families or more**)

Optional:

- Parking is provided (on or off-street)
- Alarm system is provided
- Doorbell, Buzz-in., or intercom system provided
- Entryways are properly lit
- Mailbox can be locked
- Additional storage space is available
- Heat can be controlled
- Apartment is well insulated
- Apartment has heat radiators or ducts in every room
- Access to the circuit breaker is provided
- Renter's Insurance is provided (if not, ask landlord for more information if desired)
- My lifestyle is not in conflict with that of the building/neighborhood
- Apartment is furnished
- Apartment is a reasonable distance from MCPHS
- Apartment is on a level/floor that is easily accessible

- Elevator access is provided
- Apartment contains or is near laundry facilities
- Apartment is close to a grocery store and/or Pharmacy
- Apartment is close to a subway/bus stop (T)
- Apartment is smoke-free
- Apartment has been recently renovated
- Apartment allows pets

KITCHEN

The following are in good condition:

- Walls/Ceiling
- Floor/Carpet
- Door (if any)
- Electrical outlets
- Cabinets/Countertops
- Refrigerator/Stove/Other Appliances
- Pipes/Plumbing
- Sink/Faucet
- Windows lock and secure properly (not drafty)

Mandatory:

- Stove, refrigerator, and any other appliances provided are up to date and functional
- Size of appliances meet your needs
- Window or nearby ventilation is provided
- Faucet and drain are in functional condition (no clogging or leaks)
- Sink is large enough to wash dishes

Optional:

- Water (pressure and heat) is adequate
- Apartment has its own hot water tank of ten gallons or more
- Size of the kitchen meets your needs
- Garbage disposal is provided
- Dishwasher is provided
- Number of electrical outlets meets your needs
- Cabinet storage and counter space meets your needs

BATHROOM

The following are in good condition:

- Walls/Ceiling (free of cracks, leaks, stains)
- Floor/Carpet (free of cracks, holes)
- Door
- Electrical outlets
- Pipes/Plumbing
- Sink/Faucet

- Windows lock and secure properly (not drafty)

Mandatory:

- Sink, toilet and/or bathtub are in functional condition (no clogs or leaks)**
___ Sink, toilet and/or bathtub are not chipped/rusted
- Ventilation is up to date and functional**
- Lighting fixture is provided**
___ Lighting suits your needs
- Electrical outlets are safe and functional**
___ **Electrical outlet includes a reset switch**
- Walls are constructed of non-absorbent and easily cleaned material**

Optional:

- Water pressure and heat is adequate
___ Apartment has its own hot water tank of ten gallons or more
- Medicine cabinet, mirror, towel rack, and toilet paper holder is provided
- Caulking is in decent condition
- Towel bar is provided

INDIVIDUAL ROOMS

The following are in good condition:

- Walls/Ceiling (free of cracks, leaks, stains)
- Floor/Carpet (free of cracks, holes)
- Door
- Electrical outlets
- Windows (lock and secure properly, not drafty)

EXTERIOR

- The condition of the house is acceptable
- The entryway has enough room to move in and out
- Apartment has a porch/patio
___ **Porch has a railing (required if more than three feet off the ground)**
- The neighborhood/area is generally safe
- Locking mailbox is provided
- Storage space is provided

Other Mandatory Landlord Responsibilities:

- Landlord must provide enough hot and cold water for ordinary use, even when others in the building are using it. **Landlord is responsible for hot water heating bills unless the tenant signs a written agreement stating otherwise.**
- Keep in mind that it is adequate to keep every room at 68°F during the day and at 64°F during at night during the dates of September 15 and June 15. **Landlord is responsible**

for heat and heating bills unless the tenant sign a written agreement stating otherwise.

- Landlord is responsible for the extermination of any pests on the premises, provided the building contains two or more units. Extermination includes sealing all means of entry, eliminating any harborage areas and food sources and cleaning and disinfecting all effected areas.
- Landlord may not turn off water, heat electricity, or gas except during actual repairs.
- No lead paint is used inside the apartment or outside the building. Landlord must remove all lead paint, peeling and non-peeling.

Electrical light fixtures should be provided in the following areas:

- Laundry room
- Pantry
- Hallway
- Stairway(s)
- Closet(s)
- Storage Area(s)

AFTER YOU HAVE CHOSEN AN APARTMENT:

- Lease/Rental Agreement has been read and agreed upon by all involved parties
- A copy of the lease has been obtained for your records
- All introductory payments have been issued to landlord
- First Month's Rent
- Last Month's Rent
- Security Deposit
- Broker's Fee (if necessary)
- Arrangements have been made to activate all necessary utilities
- Electricity
- Gas/Heat
- Internet
- Cable/Satellite Service (if necessary)
- Phone Service (if necessary)
- Apartment has been furnished to a level that suits your needs
 - Living Room Furniture (couches, coffee table, entertainment center, other seating, etc)
 - Bedroom Furniture (bed, dresser(s), nightstand, etc)
 - Kitchen/Dining Room Furniture & Appliances (dining room table, microwave, toaster, dish rack, hutch or dishwasher if necessary)
 - Bathroom (shower rod & curtains, shower mat/rug, shelf for toiletries)
 - Waste containers for designated areas
 - Moving arrangements have been made

- Help/assistance from friends/family on move in day
- Moving truck(s) has been reserved
- Keys has been obtained from Landlord

Move in!

**Checklist items modeled from the Massachusetts Department of Public Health State Sanitary Code*