

Renters' Checklist

Business Matters

- ___ What type of heat does the apartment have (gas or electric)?
 - ❖ Who pays for the heat, and what is the average cost?
 - ❖ Who controls the thermostat?
 - ❖ When is the heat turned on?
- ___ Are utilities charged to individual apartments or averaged between residents?
- ___ Is the apartment air conditioned?
- ___ Do you provide regular exterminating services?
 - ❖ What are your most common pests?
- ___ Can I hang pictures on the walls without being penalized?
- ___ Are draperies, curtain rods, or blinds included?
- ___ Are there limits to the number of occupants permitted in the apartment?
- ___ Are pets or children allowed? Is there an additional charge?
- ___ Are there any restrictions regarding guests, parties, etc.?
- ___ Will the apartment be ready for occupancy at the start of the lease?
- ___ Will you put any promises or commitments in writing?
- ___ What are the requirements for a full refund of my security deposit?
- ___ What do I do if I lose my key?
- ___ How long have you been in business? Do you manage other properties?
- ___ Do I get reduced rent if I refer a friend?

Building and Amenities

- ___ Are the interior rooms and building commons areas reasonably clean?
- ___ Are the walls in reasonably good condition?
- ___ Is the carpet or flooring clean and in good condition?
- ___ Are the appliances gas or electric and are they in good condition?
- ___ Is the refrigerator clean and in good condition?
- ___ Is there sufficient lighting?

___Do the light fixtures work?

___Are there enough electrical outlets?

___Are there sufficient phone jacks?

___Does the toilet function properly and not leak?

___Do the hot and cold water faucets function and not drip?

___Do the sinks, shower, and tub drain quickly?

___Are there any signs of water damage around water fixtures or on the ceiling?

___If the apartment is furnished, is the furniture in good condition?

___Will my furniture fit comfortably in the apartment?

___Is there sufficient closet space?

___Are there any signs of infestation?

___Are there laundry facilities in building?

___Is there storage space available in the building?

___Are the exterior grounds maintained in reasonable condition (grass/shrubs trimmed with no visible debris)?

___Are there proper containers provided for trash disposal with clear instructions (pick-up schedule, recyclables, etc.)?

___How close are grocery stores, shops, restaurants, entertainment and public transportation?

Maintenance Issues

___How large is the maintenance staff?

___ Where can I submit a complaint about management or maintenance?

❖ How long does it usually take for services to be completed?

___Who do I call in an emergency?

___What are your most common maintenance requests?

___When is the last time the unit I'm looking at was updated or remodeled?

___What modifications do you make to units between tenants?

___Does maintenance give notice prior to entering apartments?

Community Affairs

___What types of people live in the complex, adjoining apartments and neighborhood?

- ___ Does management organize any community events? What types?
- ___ What facilities are offered (pool, gym, business center)? What are the hours?
- ___ Do I need passes to use these facilities? Can my guests use these facilities?
- ___ How often do you update your facilities? How often is the pool cleaned?
- ___ How can I submit a request to have the facilities cleaned or updated?
- ___ Is there a community bulletin board or other way for residents to communicate?
- ___ How can I report problems with another resident? How do you handle such issues?
- ___ What is the most common complaint by residents about other residents?
- ___ Are there many children in the complex? Are they well-attended?
- ___ Are there community baby-sitting services?

Parking Concerns

- ___ What is the parking situation?
- ___ Do residents have assigned spots?
 - ❖ Is there an additional cost?
- ___ Do I need a parking pass?
- ___ Can I get covered parking? A garage?
- ___ Are car break-ins an issue?

Safety and Security Issues

- ___ Is the community gated? Does the gate open with a code, a card, or another method?
- ___ Is the main building entrance door sturdy, locked, and is there an intercom or doorbell for guest access?
- ___ Does the building have a security system?
- ___ Is the exterior lighting sufficient?
- ___ Are the hallways well lit?
- ___ Is the apartment door in good condition?
- ___ Does the door have a deadbolt or a security chain?
- ___ How can I verify that you've changed the locks between residents?
- ___ Are the windows unbroken, functioning, and lockable, especially on lower floors?

- ___ Are screens provided?
- ___ Does each bedroom have a minimum of one functioning exterior window?
- ___ Have you had any break-ins in the past year? How did you address them?
- ___ Is there a private mailbox (preferably lockable) for each apartment?
- ___ Is the building number visible and readable from street?
- ___ Does the building have a fire escape? If not, where is the nearest emergency exit?
- ___ If it's a multi-unit building, are there fire extinguishers available and identified on each floor?
 - ❖ Is there a fire extinguisher near the kitchen?
 - ❖ Are there smoke detectors in each sleeping room of the apartment?
- ___ Are there two emergency exits to the street? Are they kept clear and do they open outward without a key?
- ___ Is emergency lighting provided?
- ___ Are there handrails on all stairs?
- ___ Is the heating system in good functional condition?
- ___ Are electrical outlets in bathroom and kitchen GFI type?
- ___ What is the most common safety complaint of residents?