



As you walk through the apartment, read through the list and check each statement that is true. If moving in, talk with the landlord or property management company about making repairs for any unchecked items

**Address:** \_\_\_\_\_

**Lease/Rent**

**Period:** \_\_\_\_\_

**Landlord**

**Contact:** \_\_\_\_\_

**Property**

**Management**

**Company:** \_\_\_\_\_

Date Available: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Date Rent Due: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Late Fee: \_\_\_\_\_

Address to submit rent: \_\_\_\_\_

Gas Included

Water Included

Electric Included

Sewage/Garbage Included

Central Air Conditioning

Control of heat and A/C

Near School or Work

Close to Transportation

Washer/Dryer hookups

On-site Laundry Facility

Near Grocery, Laundromat, etc.

Pet Policy

Guest Policy

Smoking Policy

Wired for Cable

Responsible for yard/snow removal

### Floors, Windows, Ceiling

No Loose floorboards

Carpets in Good Condition

Windows lock, open and close properly

Screens on all windows w/no rips or tears

No broken windows

No evidence of water stains, cracks, chipped paint

## Kitchen

- Stove: Oven & burners work
- Fridge is closed and plugged in
- Washing Machine in-unit
- Dryer in-unit
- Garbage Disposal
- Dishwasher

### Sink Area

- Faucet works with good water pressure
- Water Drains quickly
- No leaks underneath sink

## Bathroom

- Working Faucet & water pressure
- Hot & Cold Water Available
- Water Drains Quickly
- No signs of leaks underneath sink
- No signs of mold or mildew
- Toilet flushes & fills up again

## General Items

- Light Switches Work
- Outlets are grounded & functional
- Available 220 Electric for Stove Dryer
- Washer/Dryer
- Hot Water Tank Size (min. 40 gallons)
- Sufficient closet, storage, cabinet space
- Free of roaches, ants, roaches
- Treated for Bugs

## Safety Items

- Emergency Exits
- Working Smoke Detectors
- Available & Updated fire extinguisher
- Working Carbon Monoxide Detectors
- Well Lit hallways, stairwells, or outside areas
- No chipping or peeling lead paint [Built before 1978]
- No asbestos hazards; flaking ceiling tiles, crumbling pipe wrap or installation
- Hand railings installed, if three or more stairs
- Solid railings around all balconies, decks, & other drop-offs
- Locks on all exterior doors work properly



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