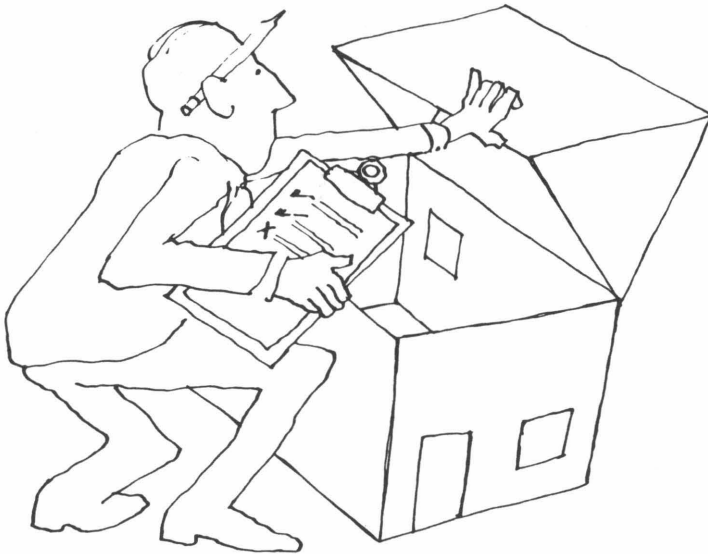


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RENTER'S CHECKLIST



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RENTER'S CHECKLIST

Looking for a place to rent? There are lots of choices available, but which will be best for you? Start by thinking about what is most important to you and what things do you really need. Is it a lot of space, a good price, a nice neighborhood, lots of conveniences, or something else? Make a list of these items and then rank them from the most important to the least important. Then as you look at various places for rent, you can check them out as to how well they meet your needs and values.

Use the following checklist first to find out what you want to be looking for when you hunt for a place to rent. It's a long list and you may not want to check out every item on it and others may not always apply. But if you mark the items that are most important, it will help you to compare various rental units so that you can decide which will be best for you. Happy hunting!

Unit 1 Unit 2 Unit 3

Yes No Yes No Yes No

MONTHLY EXPENSES

How much is the monthly rent?

If the following are not included in your rent, enter the anticipated amount:

Water and sewer.

Electricity.

Gas (natural or bottled LP).

Phone.

Cable television.

Trash collection.

Extermination service.

Pet fee.

Parking Fee.

Rent increase if guests and friends live with you for an extended time.

Other (specify)_____.

If applicable, add to the above costs the monthly cost (or annual cost divided by 12) of the following:

Furniture rental or purchase cost.

Renter's insurance.

Rent increase if guests and friends live with you for an extended time.

Snow removal.

Lawn maintenance.

Access to recreational facilities.

TOTAL MONTHLY OPERATING EXPENSE (add all of the above).

Is your monthly expense less than 1-week's take home pay?

INITIAL EXPENSES

If the following charges are involved, enter the amount:

Application fee.

Do you have an obligation if you fill out an application?

Cleaning deposit (usually not refunded).

Damage deposit.

<i>Unit 1</i>	<i>Unit 2</i>	<i>Unit 3</i>
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- Security deposit.
- Pet deposit (usually not refunded).
- Utility service deposits:
 - Electricity.
 - Water and sewer.
 - Gas.
 - Telephone.
 - Cable television.
- Connection fees:
 - Electricity.
 - Water and sewer.
 - Gas.
 - Telephone.
 - Cable television.

TOTAL INITIAL EXPENSES

LEASE

Does the written and dated lease contain all of the following:

Yes No*	Yes No*	Yes No*
Yes No*	Yes No*	Yes No*
Yes No	Yes No	Yes No
Yes No*	Yes No*	Yes No*
Yes No	Yes No	Yes No
Yes No	Yes No	Yes No

- Length of lease (tenancy)?
- How and when the lease can be terminated or renewed?
- Subletting privileges and accompanying rental fee?
- Total monthly rent and service charges?
- Restrictions and regulations?
- Guarantees and oral promises of the landlord and his representatives?

Have you made sure that no lease provisions or waivers are undesirable? These may include:

Yes No	Yes No	Yes No
Yes No	Yes No	Yes No
Yes No	Yes No	Yes No
Yes No	Yes No	Yes No

- Releasing the landlord from maintaining and repairing the dwelling.
- Allowing the landlord to place a lien on your personal property for nonpayment of rent.
- Releasing the landlord from providing heat, water, and other utilities.

Have you asked the landlord to delete any unfavorable provisions or waivers or otherwise revise the lease? Make sure this is done before you sign the lease.

RESTRICTIONS AND REGULATIONS

In some cases, the following restrictions will make the unit a more desirable place to live. In other cases, they may create a problem. Which of the following prohibited?

Yes	No	Yes	No	Yes	No	Unsolicited salespersons.
Yes	No	Yes	No	Yes	No	Children.
Yes	No	Yes	No	Yes	No	Pets.
Yes	No	Yes	No	Yes	No	Late and noisy parties (how is this enforced?).
Yes	No	Yes	No	Yes	No	Storage or repair of motorcycles, campers, boats, or inoperative cars.
Yes	No	Yes	No	Yes	No	Special furniture such as water beds.
Yes	No	Yes	No	Yes	No	Use of laundry facilities.
Yes	No	Yes	No	Yes	No	Parking and number of cars allowed.
Yes	No	Yes	No	Yes	No	Use of outdoor grounds.
Yes	No	Yes	No	Yes	No	Painting or papering walls.
Yes	No	Yes	No	Yes	No	Mounting pictures on the walls.
Yes	No	Yes	No	Yes	No	Are the restrictions, regulations, and/or rules in writing? If so, read them before signing the lease.

MANAGEMENT AND MAINTENANCE

Yes	No	Yes	No	Yes	No	Does the owner, manager or caretaker live in or near the building?
Yes	No	Yes	No	Yes	No	Does the manager provide a high level of maintenance of common areas (halls, stairs, walks, etc.)?
Yes	No	Yes	No	Yes	No	Who is responsible for the maintenance?

LOCATION

Yes	No	Yes	No	Yes	No	Is the dwelling near schools, stores, church of your choice, your work, recreational areas, or other desirable facilities?
Yes	No*	Yes	No*	Yes	No*	Is the property free from heavy traffic, dust, dirt, noise, and other pollution?
Yes	No*	Yes	No*	Yes	No*	Is the property free from threat of flooding?
Yes	No	Yes	No	Yes	No	Is the neighborhood zoned for non-industrial use?
Yes	No	Yes	No	Yes	No	Is public transportation available and convenient?

LOT

Yes	No	Yes	No	Yes	No	Are paved streets, driveways, and public walkways provided?
Yes	No	Yes	No	Yes	No	Are the streets and walkways well-lit at night?
Yes	No	Yes	No	Yes	No	Is the dwelling properly oriented for sunlight and protection from wind, rain, and snow?
Yes	No	Yes	No	Yes	No	Is the view pleasant and likely to remain unchanged?

<i>Unit 1</i>	<i>Unit 2</i>	<i>Unit 3</i>	
Yes No	Yes No	Yes No	Is there privacy in the yard, patio, or deck?
Yes No	Yes No	Yes No	Is space for a garden available?
Yes No	Yes No	Yes No	Is pedestrian and automobile access direct, simple, and easy?
Yes No	Yes No	Yes No	Is offstreet parking available?
Yes No	Yes No	Yes No	Is a garage available?
Yes No	Yes No	Yes No	Are the grounds well-landscaped, attractive, and well-maintained?
Yes No	Yes No	Yes No	Is safe and secure storage provided for bicycles, gardening equipment, large toys, and lawn furniture?

EXTERIOR

Siding--

Yes No	Yes No	Yes No	Is the exterior attractive and in good condition?
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Roofing--

Yes No	Yes No	Yes No	Does the dwelling have a roof overhang to help reduce glare?
Yes No	Yes No	Yes No	Does the roof leak (check for water marks on the ceiling)?

Windows--

Yes No	Yes No	Yes No	Do they lock?
Yes No	Yes No	Yes No	Do they have screens?
Yes No	Yes No	Yes No	Can they be washed easily (can the screens be removed and can you reach both sides of the window)?
Yes No	Yes No	Yes No	Are they sealed, caulked, and free from draft?
Yes No	Yes No	Yes No	Are the walls below the windows free from water streaks?

Doors--

Yes No	Yes No	Yes No	Are there at least two doors providing exits from the unit for convenience and safety?
Yes No	Yes No	Yes No	Can you securely lock the doors? Deadbolt locks are recommended.
Yes No	Yes No	Yes No	Is there a peephole in the door?

UTILITY SYSTEMS

Lighting and Ventilation--

Yes No	Yes No	Yes No	Do the windows provide adequate natural illumination?
Yes No	Yes No	Yes No	Does the unit have good artificial lighting, especially in the kitchen and bathroom?
Yes No	Yes No	Yes No	Does the window arrangement provide good cross ventilation for summer cooling?
Yes No	Yes No	Yes No	Do the windows open and close smoothly?

<i>Unit 1</i>	<i>Unit 2</i>	<i>Unit 3</i>	
Yes No	Yes No	Yes No	Does the air conditioner operate properly?
Yes No	Yes No	Yes No	If there is no window in the bathroom, is there an exhaust fan vented to outdoors?
Yes No	Yes No	Yes No	Is there an exhaust fan over the kitchen range that is vented to outdoors?

Heating and Insulation--

Yes No	Yes No	Yes No	Is the supply of heat adequate?
Yes No	Yes No	Yes No	Is there a thermostat in your unit so you can control the heat without asking the caretaker?
Yes No	Yes No	Yes No	Is the thermostat in a satisfactory location?
Yes No	Yes No	Yes No	Is heat distribution adequate? Look for hot air registers or heating elements along the base of exterior walls, under windows, or in the ceiling.
Yes No	Yes No	Yes No	If you have a forced-air heating system, and cold-air returns provided in all the rooms? Less expensive systems without cold air returns have 2- to 3-inch gaps beneath interior doors. They may cause drafty conditions.
Yes No	Yes No	Yes No	How often are filters changed and who changes them?

Plumbing--

Yes No	Yes No	Yes No	Are your plumbing fixtures easy to clean?
Yes No	Yes No	Yes No	Do the toilet and other plumbing facilities operate quietly?
Yes No	Yes No	Yes No	Is there adequate water pressure?
Yes No	Yes No	Yes No	Do you have an adequate supply of hot water? You may find the supply inadequate if it is shared with other apartments.

Electrical--

Yes No	Yes No	Yes No	Does the dwelling have at least 50-amp service or 100-amp service if you have a washer, dryer, air-conditioner, garbage disposal, or dishwasher?
Yes No	Yes No	Yes No	Are adequate electrical outlets provided, and do they operate properly? At least one per wall should be located in each room and over the kitchen counter. They should be no more than 12 feet apart.
Yes No	Yes No	Yes No	Are there enough switches so you can light your way through the dwelling? Switches may control an overhead light or wall outlets for table or floor lamps.

Telephone

Yes No	Yes No	Yes No	Are there telephone jacks installed where you will want them?
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INTERIORS

Yes No	Yes No	Yes No	Does the floor plan provide space for activities and privacy?
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<i>Unit 1</i>	<i>Unit 2</i>	<i>Unit 3</i>	
Yes No	Yes No	Yes No	Will the areas in which your activities take place be free from family traffic?
Yes No	Yes No	Yes No	Does the dwelling have adequate storage space? This should include a closet close to the front door. Is there at least 4 feet of rod space for each family member's clothes (5 feet is better), linen storage, kitchen storage for equipment and food, and seasonal storage?
Yes No	Yes No	Yes No	Is there extra storage space available elsewhere in the building, and can it be securely locked?
Yes No	Yes No	Yes No	Do the furnishings materials and the equipment promote easy maintenance?
Furnishings--			
Yes No	Yes No	Yes No	Are the furnishings attractive?
Yes No	Yes No	Yes No	Is there quality construction throughout the furnishings?
Yes No	Yes No	Yes No	Is the furniture comfortable?
Yes No	Yes No	Yes No	Is the upholstery clean?
Yes No	Yes No	Yes No	Are draperies, blinds or other window treatments provided?
Yes No	Yes No	Yes No	Are linens, dishes, and/or cookware provided?
Appliances--			
Yes No	Yes No	Yes No	Are the kitchen appliances of the type, size, and quality needed?
Yes No	Yes No	Yes No	Are the appliances clean?
Yes No	Yes No	Yes No	Do they operate properly?
Yes No	Yes No	Yes No	Do the dishwasher and refrigerator operate quietly?
Laundry facilities--			
Yes No	Yes No	Yes No	Are laundry facilities available?
Yes No	Yes No	Yes No	Are they conveniently located?
Yes No	Yes No	Yes No	Are they clean?
Yes No	Yes No	Yes No	How much do they cost?
Other--			
Yes No	Yes No	Yes No	Is there acoustical insulation between apartments?
Yes No	Yes No	Yes No	Is the apartment well insulated and energy efficient?
Yes No	Yes No	Yes No	Is the mailbox conveniently located?
Yes No	Yes No	Yes No	Does the mailbox lock?
Yes No	Yes No	Yes No	Is there a place to receive packages?
Yes No*	Yes No*	Yes No*	Are there fire extinguishers or smoke detectors?
Yes No	Yes No	Yes No	Were the extinguishers inspected with the last six months?

Unit 1 *Unit 2* *Unit 3*

Yes No Yes No Yes No

Is it convenient to carry in groceries and carry out garbage?

Yes No* Yes No* Yes No*

For the money you will spend, will the dwelling permit the type of life you and your family want?

NOTE: IF ANY OF THE STARRED QUESTIONS WERE ANSWERED NO, DO NOT SIGN A RENTAL AGREEMENT UNTIL YOU CAREFULLY RE-EVALUATE THE SITUATION.

NOTES

NOTES

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