**A Renter’s Checklist**

Use this checklist as a means to thoroughly evaluate a potential property you are considering. If there are things that need to be fixed, ask the landlord what their timeline is. Use this list as a means to compare properties before you make the decision about which to rent. Use it also to measure the safety features that are included the property.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_

Repairs needed: \_\_\_\_\_Yes \_\_\_\_\_ No

If yes, repairs to be completed by the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Exterior of building and yards** | **YES** | **NO** |
| Building exterior appears to be clean and well maintained |  |  |
| All doors, stairs and fire escapes are unobstructed and in  good condition |  |  |
| Property around the building is clean and well maintained |  |  |
| Porches are free of furniture designed for interior use |  |  |
| Garbage containers with lids provided |  |  |
| Fluids for snow blowers, lawn equipment are NOT stored  in building |  |  |
|  |  |  |
| **Living Room, common areas** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Hallways and common areas are illuminated |  |  |
| Smoke detectors in each hallway leading to bedrooms |  |  |
| Windows operate easily |  |  |
| All exit routes are clear, doors work freely |  |  |
| Exit doors free of locking devices that may interfere with exiting(no keys required to exit) |  |  |
| Carbon monoxide detector present in apartment |  |  |
| **Kitchen** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition (GFCI needed) |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Do appliances appear to be clean and in good working condition? |  |  |
| Are appliances electrical cords in good condition? |  |  |
| Kitchen exhaust and kitchen surfaces are free of grease |  |  |
| Hot and cold water turns on and off without any leaks |  |  |
| Sink drains well (not slowly, no leaks under sink) |  |  |
| Windows operate easily, exit route is clear, doors work freely |  |  |
|  |  |  |
| **Utilities and housekeeping** | **YES** | **NO** |
| All circuits marked on electrical panel   * Breakers * Fuses |  |  |
| Basement is not cluttered with combustible debris |  |  |
| Oil/gas burners have an identified emergency shut off switch |  |  |
| Laundry rooms (if provided) are neat, clean, and free of lint |  |  |
| Basement is dry and free of standing water or mold |  |  |
| A 3 foot clearance is maintained around furnace, boiler, and hot water tank |  |  |
| Do all the rooms have heat? |  |  |
|  |  |  |
| **Bathroom** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition (GFCI needed) |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Hot and cold water turns on and off without any leaks at tub/shower |  |  |
| Window, operates easily, or exhaust vent fan (exhausted to exterior) |  |  |
| Toilet flushes completely and has no leaks |  |  |
| Tub and sink drain easily (not slowly or plugged) |  |  |
| Hot and cold water turns on and off without any leaks at sink |  |  |

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| **Bedroom #1 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |
|  |  |  |
| **Bedroom #2 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |

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| **Bedroom #3 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |
|  |  |  |
| **Bedroom #3 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |

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| **Bedroom #4 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |
|  |  |  |
| **Bedroom #5 (not permitted in cellars or attics)** | **YES** | **NO** |
| All interior walls and ceilings are in good condition (no signs of leaks) |  |  |
| Electric outlets on each wall, outlets have covers and are in good condition |  |  |
| All wall electrical switches work easily and light fixtures work properly |  |  |
| Smoke detector is present in bedroom and test ok (press button to test) |  |  |
| Window (1 required) operates easily, glass not broken, screens provided |  |  |
| Door works freely, latches and locks (no keys required to exit) |  |  |

**Other items noted during evaluation:**

Water or structural damage

Evidence of black mold

Means of exit in case of emergency

Electrical safety and outlets

Housekeeping- is the unit clean and well maintained inside and out?

Freshly painted?

Operational locks on all outside doors and windows?

Heating and hot water- are the furnace and water heater in good condition?

**NOTES:**