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## Housing Checklist

Below is a list of things to consider and questions to ask when searching for an apartment. You can print this sheet out and take it with you when you visit apartments. When you are ready to sign a lease, be sure to read it very carefully, and ask questions if anything in the lease does not match your conversations with the landlord. Ensure anything promised to you by the landlord is written in the lease. You may be able to negotiate small changes, so do not be afraid to request changes prior to signing. For more information about finding housing in the U.S., please visit:

[www.interexchange.org/programs/career-training/intern-trainee/resources/housing](http://www.interexchange.org/programs/career-training/intern-trainee/resources/housing).

Apartment Address: \_\_\_\_\_

Landlord/Contact Name: \_\_\_\_\_

Landlord/Contact Email: \_\_\_\_\_

Landlord/Contact Phone: \_\_\_\_\_

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

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

Other Fees: \_\_\_\_\_

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### *LOCATION*

- Public transportation nearby
  - Grocery store nearby
  - Pharmacy nearby
  - Neighborhood feels safe
  - Outside noise level assessed (If there are schools, hospitals, late-night bars or sports venues nearby, it may be noisy—visit the location at different times of day to get a better sense of the location)
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### *THE APARTMENT BUILDING*

- Adequate cell phone reception
  - Meets your smoking preferences
  - Has parking on site or nearby (if you need it)
  - All windows and doors open and close properly
  - Has laundry facilities on site or nearby (or properly functioning washer/dryer if included)
  - No signs of insect or rodent infestation, such as droppings or chew marks (check all cabinets and drawers in kitchen)
  - History of bedbugs in building assessed
  - Regular visits from exterminators
  - Free of any odd smells
  - Adequate natural light
  - Curtains/blinds work properly (if included)
  - Adequate closet space
  - Floors in adequate condition
  - No water damage, discoloration or cracks on the walls and ceiling
  - If furnished or carpeted, cleanliness checked and cleaning procedure/policy discussed
  - All light switches function properly
  - Sufficient outlets in good locations and all outlets function properly
  - Air conditioners and heaters function properly (if included)
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- Adequate number and access to fire escapes
  - Adequate soundproofing from neighboring apartments
  - Sufficient trash and recycling locations
  - Apartment decorating policy discussed
  - Apartment maintenance procedure discussed (Ask about whether there is an onsite superintendent/landlord and if not, ask how maintenance requests/emergencies are handled)
  - Talked with other tenants and assessed their experiences
  - Conducted online research on the apartment and landlords to ensure no building code violations or serious issues/complaints
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### ***BATHROOM AND KITCHEN***

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- Toilets flush and plumbing is adequate (no clogs)
  - Areas around sinks and toilet checked for leaks
  - Adequate shower pressure
  - Hot water functions adequately and heats up quickly
  - No mold near faucets or drains
  - Stove meets your preference (gas vs. electric) and functions properly
  - Included appliances discussed and functionality checked
  - All drawers and cabinets are clean and function properly
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### ***SAFETY***

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- Adequate building security (check locks, door buzzers, cameras/security systems, etc.)
  - Front door has a deadbolt lock or a deadbolt lock can be installed
  - Has adequate safety equipment installed and functions properly (working smoke and carbon monoxide detectors, bars on windows of ground floor apartments, etc.)
  - Secure and adequate bike storage (if needed)
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### ***GENERAL***

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- Short-term lease available to meet your schedule/timeline
  - No penalty or small penalty for terminating the lease early
  - Included utilities discussed and information provided for accessing those utilities not included (Utilities include things like gas, electric, internet, cable, garbage removal, water, etc.)
  - Rent payment procedure discussed (cash, check, online payment, etc.)
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### ***NOTES:***

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