

OFF-CAMPUS HOUSING SEARCH CHECKLIST



Street Address: _____
 City: _____, MI Zip: _____
 Unit type: _____ Lease period: from _____ to _____
 Landlord: _____
 Business Address: _____
 Business Phone: _____ Emergency Phone: _____
 Email: _____ Fax: _____

Property Owner/Manager

Is the property owner/manager generally available?	
Do they respond promptly to maintenance requests?	
What do other tenants think of them?	
Have any of my friends rented from them?	

Monetary Concerns

Rental amount?	\$
Application/Management Fee?	\$
Security Deposit (Legal maximum of 1.5 x 1 month rent)	\$
Cost of Parking Spot?	\$ /per month or year
Co-signer Required?	
Renters Insurance Required?	
Cost of furniture?	
Total cost of utilities?	
What's the policy on late rent?	
Are there additional fees for having a pet?	
How many tenants are allowed to live on the property?	
Is the unit pro-rated?	

Security

Does the front door have a lock?	
Are there peepholes?	
Are the hallways and front entrance adequately lit?	
Is there a buzzer or intercom system?	
Is there a security alarm system?	
Do the windows lock?	
Is there a bar that blocks sliding doors?	
Are there screens on the windows?	
Have there been any burglaries or crimes in the area?	

Location & Parking

How far is it from campus?	
Is it near a campus bus? The AATA line?	
Parking?	# of spots- # of guest spots-
Which floor is this unit located on?	
What is the general condition of the building?	
Is it located near a main street?	
Is there a grocery store nearby?	

Utilities & Services

Landlord

Tenant

	Landlord	Tenant
Gas		
Electricity		
Water		
Garbage/Waste Disposal		
Recycling		
Telephone (# of jacks-)		
Cable (# of jacks-)		
Are there laundry facilities on site?		
Snow Removal		
Lawn Care		
Internet		
Furniture		

Bathroom & Plumbing

Are there water stains, damaged fixtures, or loose tiles?	
Is it a shower stall or bathtub?	
Is there a medicine cabinet?	
Are there mirrors? Any cracks or damages?	
Are there towel racks?	# of racks-
Is there a toilet tissue holder?	
Is there good lighting?	
Is there a vent fan?	
Is there adequate water pressure?	
Are there windows? Do they have blinds or curtains?	

Electrical

Are the outlets grounded in each room?	
Is the circuit breaker or fuse box within easy reach?	
Are all the switches and outlets functional and safe?	
Are there a sufficient number of outlets for your use?	

General

Can you hear the neighbors and other outside noise?	
Can your neighbors hear you?	
Are there signs of mice or pests?	
Is there adequate closet space?	
Has the apartment been freshly painted?	
Where is the mailbox located?	
Are the rooms heatable to 85 degrees?	
Is the street traffic distracting during the day or at night?	
Are there windows in each bedroom?	
Are windows large enough to get out of in case of a fire?	
Is there a fire extinguisher within reach?	



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