

# Arcadia University Residence and Commuter Life Rental Inspection Checklist



## SPECIFIC QUESTIONS TO ASK

(1) What utilities are included in the rent?

- Heat
- Electricity
- Hot Water
- Cable TV/Internet
- Trash removal or pick up
- Snow removal (know local ordinances)
- Lawn mowing

(2) If you pay for heat, how is it heated: \_\_\_\_\_

(3) What date will it be available for move in?

Lease goes from \_\_\_\_\_ to \_\_\_\_\_

(4) Are you allowed to sublease?

## INSPECT EVERYTHING FIRST

You've found a place with right number of bedrooms, but is it a good, safe place for you to live? These are the things you should inspect.

- Print a copy of the Housing Code Checklist to help you determine if this rental is in good condition. You can find a copy on UMOCSS.org in Additional Resources.
- Your landlord is required to provide a stove. Turn on all the burners and the oven. Do they all heat?
- Is there a refrigerator? Your landlord isn't required to provide a refrigerator but most will.
- Run the water in the kitchen and bathroom sinks and in the bathtub or shower all at the same time, then flush the toilet. Is there still enough water pressure in the shower?
- Do the windows lock?
- Are the windows tight fitting? If you're paying for heat this is important.
- Do the windows have screens?
- Do the entry doors have peepholes?
- Do sliding doors have blocking cleats to prevent opening from the outside?
- Do the doors have deadbolt locks?
- Can door locks be reached through an open window?

## CONTINUE THE INSPECTION

- Is there a fire extinguisher in the kitchen?
- Are there smoke and CO2 detectors?
- If it's above the first floor, is there a fire escape? There should be at least two electrical outlets or one outlet and one light fixture in each room.
- Flip all the light switches.
- Make sure you don't see any exposed wires.
- Do you see cracks, holes, or signs of leaking in the walls, ceilings, or on the floor? Are the carpets clean? Are the entryways, sidewalks, and parking area well lit? How close are you able to park to your door?
- Are the parking area(s) well lit at night?
- Is there designated visitor parking?
- Are the shrubs cut below window level?
- Does it "feel" safe?
- Where is your mailbox? Does it lock? Is it in good condition?

## INSPECT AGAIN, AFTER YOU GET THE KEYS

If your landlord requires you to pay a security deposit, make sure of the following:

- Get a receipt to prove you paid it.
- Complete a Statement of Condition, a Landlord-Tenant Checklist, or related document. It describes any faults in your rental (i.e. a stain in the carpet).
- Look carefully at each room and write down all the problems you see. Scratches and small dents count! Take pictures of the 4 walls, floor, and ceiling of all the rooms, and hallways in your new home. Take pictures of any problems you write in your Statement of Condition/Landlord-Tenant Checklist. Make sure your pictures show a date and time stamp.
- Make a copy of the Statement of Condition/Landlord-Tenant Checklist for your records before you return it to your landlord.
- Make sure you get a receipt telling you where your landlord has deposited your money.