



apartment

# INSPECTION

checklist

## BEFORE YOU MOVE IN:

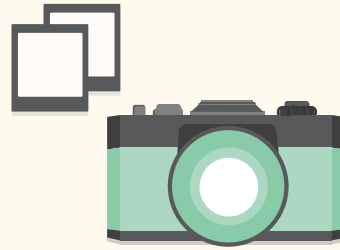


### TAKE NOTES

Go through the apartment or rental home, and take note of anything that seems off.

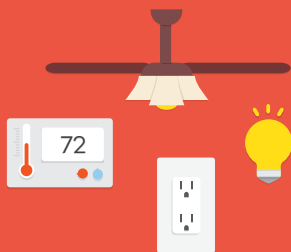
### SET A DATE

Make sure to get, in writing, a firm date on when any necessary repairs will be completed. Store these documents in a safe place so that you will have it handy when you move out.



### MAKE A LIST, TAKE PICTURES AND DATE THEM

Have the leasing staff or property owner sign the document acknowledging the issues. Otherwise, you could potentially be stuck with the damages.



## GENERAL

- Are the walls clean? Are there any stains that could indicate water damage or mold? Is there cracked plaster?
- Are all the electrical outlets working?
- Check the circuit breaker box, both so you know where it is and to see whether it is in good repair.
- Are all smoke detectors working properly? Make sure there is a smoke detector installed in each bedroom and outside of all sleeping areas.
- Do all the light fixtures work? Flip the lights on and off in each room to make sure.
- If there are ceiling fans, are they all working? Are there any broken fan blades?
- Does the thermostat work? Check both the heat and air conditioning. Also check filters and vents to make sure they are clear.
- Are there any broken blinds?
- How is the condition of the carpets? Are there any stains? Is it worn?
- Is it clean in general? Are there any mouse or roach droppings? Check in closets and kitchen cabinets, as well as elsewhere.



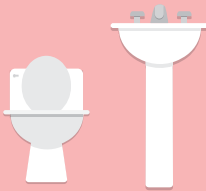
## KITCHEN

- Do all the burners on the stove work? Are all heating elements in the oven working properly? If it is a gas range, are there any leaks in the line?
- Inspect the refrigerator, freezer, dishwasher, and garbage disposal, both for cleanliness and to make sure they are all working. There should be a switch next to the sink for the garbage disposal.
- Check the faucet to make sure it works and doesn't leak.



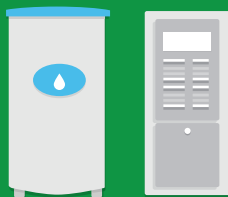
## BEDROOMS

- Are there any broken shelves or hanging racks in the closet?
- Does the room smell of mold or mildew? Check the room itself as well as the closets.
- If it is a furnished apartment, is the mattress clean? Is the bed sturdy?



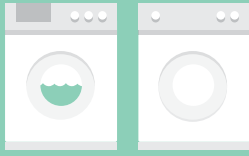
## BATHROOMS

- Is the toilet working as it should? Flush it once or twice and make sure it drains and fills properly. Watch and listen for leaks or other problems.
- Is the shower or tub working? Make sure you know how to change the hot and cold water in the shower, and if you don't, ask.
- Is there any mold on the tiles, ceilings, or walls?
- Is the faucet working properly? Are there any leaks?
- Is the pipe under the sink leaking?



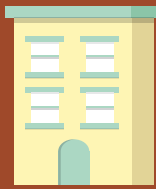
## UTILITY CLOSET

- Make sure the water heater and air conditioner are not leaking. Even if it isn't wet, look for water stains; they may not have been in use recently.



## LAUNDRY ROOM

- If it's not yet attached, check the dryer vent for any visible blockage.
- Check the floor for water stains where the washer may have leaked. Also check for mold.



## EXTERIOR & BUILDING SECURITY

- Are all door locks working properly? Are all exterior doors sealing properly?
- Do exterior lights work properly?
- Do the windows close and lock as they should?
- Does each of the windows have a screen? Are the windows reasonably clean?
- Are there any leaks in the windows where you could lose cold or warm air?

## OTHER TIPS

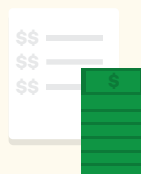
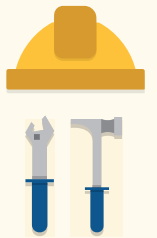


### IF SOMETHING BREAKS

If something breaks, report it to the landlord or apartment manager immediately. Any ongoing issues, such as leaks or faulty wiring, can be a hazard, and if there are damages caused by not fixing it in a timely manner, you could be penalized for not reporting it.

### MAKING REPAIRS

Don't hire your own contractor to make repairs expecting to be reimbursed. Some managers might reimburse for the work, but unless it is stated in your rental agreement, they may not be required to. Always get everything in writing!



### CONTRACTORS

Also, they often have specific contractors with whom they like to work - either because they like the quality of their work or because they've worked out a discount with them. If you hire someone more expensive, you could potentially end up stuck with the bill.