

Apartment Name: \_\_\_\_\_

Location: \_\_\_\_\_ Unit #: \_\_\_\_\_

## Apartment Inspection Checklist

### BEFORE ARRIVING

Phone is Charged and able to take videos  
Bring a Tape Measure & a phone charger

### EVERYWHERE

Look at the paint and note any discoloration or marks on the walls.  
Check floors, walls, and ceiling for any water damage, mold, mildew, etc.  
Make sure all doors open and close securely.  
Open and close every window. They shouldn't be hard to open. Each window should also have a screen for safety.  
Test all light switches to make sure they all work.  
Plug something small, like a phone charger, into each outlet.  
The smoke detector is installed and in working order.  
The carbon monoxide detector is installed and in working order.  
Unit is cable/internet ready.

Notes: \_\_\_\_\_

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### KITCHEN

Run the kitchen faucet to check the water pressure and ensure that both hot and cold work. Strange sounds?  
Garbage disposal works fine.  
Kitchen sink drain properly?  
Check cabinet storage space. No evidence of unwanted pests.  
Refrigerator is cold.  
Oven and all burners work.  
Above stove fan & light has been installed and is in working order, and the filter is clean.  
Dishwasher is in working order.  
Washer/dryer are in working order, or there is access to a clear, well-lit laundry room with working units elsewhere in the building.

Notes: \_\_\_\_\_

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## **BEDROOM**

Confirm the closet and storage sizes.

If you don't have central air-conditioning, ask whether you can install a window AC unit.

If there's a ceiling fan, check to make sure all speeds work

Check the carpet for any stains.

Notes: \_\_\_\_\_

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## **BATHROOM(S)**

Turn on all faucets and check for hot and cold water.

Check the sink; does it drain well?

Flush the toilet to make sure it works.

Listen carefully each time you turn something on to make sure there are no strange noises coming from the pipes.

Open cabinets and check for any standing water.

Check around the base of the toilet for water leaks.

Eyeball the tile and grout to make sure you don't see any cracks or chips.

Check that your shower head is securely fastened to the wall.

Turn on the shower. How's the water pressure?

Do the light fixtures work?

Are there any cracked tiles?

Notes: \_\_\_\_\_

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## **LIVING SPACE**

Test the locks on the front door for security. If there's not already a deadbolt or chain, ask if it's OK to install one for added safety.

Examine how well sound travels.

If the unit has laundry hook-ups, check to make sure the space looks clean, and the hookups don't appear broken.

Notes: \_\_\_\_\_

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## **BUILDING EXTERIOR**

Are there buzzers or intercoms at the entrance?

Are there security cameras or other security measures in place?

Are there common area amenities, like rooftop decks, courtyards, workout rooms, and the like? If so, are they reasonably maintained?

Are the common hallways and exteriors clean?

Is there storage on site?

Is there parking on site? If so, is it garage or outdoor? What is the cost for parking?

Is street parking allowed?

Are pets allowed? If so, are there any pet restrictions or pet charges?

Where is the garbage and recycling area for the building?

Where are the mailboxes? Where do packages get delivered?

Is there an elevator? If so, is it in working condition with the annual inspection certificate posted?

Notes: \_\_\_\_\_

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## **GENERAL**

What utilities are included with the rent? Are there any utility packages for the building?

Is there a dedicated maintenance team for the property?

What are the emergency maintenance procedures?

Is there a portal or other online/application feature for tenants?

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### **CHARGES AND FEES**

What are the monthly charges?

Monthly Rent:

Pet Rent (if applicable):

Parking Rent (if applicable):

Storage Rent (if applicable):

Other Rents (if applicable, like utility rent, etc.):

What are the other one-time fees, charges, or deposits needed?

Application Fees:

Move-in Fee:

Pet Move-in Fee (if applicable):

Other One-Time Fees (if applicable):

Deposits (if applicable):

### **DRAWINGS/MEASUREMENTS OF LIVING SPACE:**