

APARTMENT WORKSHEET

APARTMENT ADDRESS: _____

Landlord (and Contact Info): _____ phone(____) _____

RENT (per month) \$ _____ **Month-by-month** **Lease** (Length of lease: _____)

SECURITY DEPOSIT \$ _____ **Date Available** _____

INFO (check all that apply): 1 2 3 **Bedroom(s)** **Dining Room** **Living Room**
 Small Study/Computer Room **Closets** [To hang suits, clothes] **Linen Closet** **Attic**
 Basement [Is it dry? Yes No] **Hallway** [To take off shoes] **Storage Spaces** **Laundry Chute**
 Kitchen: [**Hot/Cold H2O OK**, **Wiring OK** for microwave, **Counter space** [ie. microwave], **Cabinet space**, **Garbage disposal**]
 1 1½ 2 **Bathroom(s):** [**Hot/Cold H2O OK**, **Toilet OK**, **Shower**, **Bathtub** [Can I fit in it? Yes No]]

APPLIANCES:

| | | | | |
|---------------------|---|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Refrigerator | — | <input type="checkbox"/> Included | <input type="checkbox"/> Hookup Available | <input type="checkbox"/> No Hookup |
| Stove | — | <input type="checkbox"/> Included | <input type="checkbox"/> Hookup Available (<input type="checkbox"/> Electric <input type="checkbox"/> Gas) | <input type="checkbox"/> No Hookup |
| Washer | — | <input type="checkbox"/> Included | <input type="checkbox"/> Hookup Available | <input type="checkbox"/> No Hookup |
| Dryer | — | <input type="checkbox"/> Included | <input type="checkbox"/> Hookup Available (<input type="checkbox"/> Electric <input type="checkbox"/> Gas) | <input type="checkbox"/> No Hookup |
| Cable TV | — | <input type="checkbox"/> Included | <input type="checkbox"/> Hookup Available | <input type="checkbox"/> No Hookup |

HEATING / COOLING: Is heat included (in rent)? **Yes** **No** **Air Conditioning?** **Yes** **No**
Average heating cost: \$ _____ **Highest heating bill (winter):** \$ _____

Furnace/Heater Type (Newer is better): **Efficiency** [most efficient] **Forced Air** **Converted Gas** [most expensive]

Where are vents located?: _____ [can I use wall space? Yes No] **Low Ceilings** [better]: **Yes** **No**

Ceiling Fans **Yes** **No** **If no Air Conditioning, can I install one in a window?** **Yes** **No**

UTILITIES: Is electricity included (in rent)? **Yes** **No** **Water** [usually included]? **Yes** **No**

How many 3 prong outlets: _____ **location(s):** _____

How many 2 prong outlets: _____ **location(s):** _____

How many circuits: _____ **Fusebox location:** _____ **Circuit Breakers** **Fuses**

Consider outlets/electrical for your needs. For example: TV, DVD/VCR, CD Player, Stereo, Computer, Microwave, Clocks, Lamps, etc

TELEPHONE: How many jacks: _____ **location(s):** _____

FLOORS: **Carpet** **Hardwood** **Tile** **Kitchen:** **Carpet** **Hardwood** **Tile/Linolium**

WINDOWS: **Aluminum/Quick Switch** **Old style** [replace full screen] **Window Locks:** **Yes** **No**

SECURITY: **Outside Door:** **Own** **Shared** **Deadbolt Locks:** **Yes** **No** [Can I put one in? Yes No]

Functional Smoke Detectors Present: **Yes** **No** [Check these after you move in too!]

PARKING: **Garage** **Lot parking** **Street Parking** **# of spaces:** _____ **Cost:** \$ _____

SMOKING / PETS: **Can I smoke?** **Yes** **No** **Can I have pets?** **Yes** **No**