

Tenant Checklist

Moving In:

_____ Have you thoroughly inspected the apartment, furnishings, fixtures, plumbing, heating, appliances, locks, windows, common areas, etc.?

_____ Have you inquired about the landlord through other tenants, friends, the Chamber of Commerce, etc.?

_____ Have you received information about utilities, deposits, repairs, etc.?

_____ Does the lease contain in writing all of the promises or representations the landlord has made to you about the information received above?

_____ Have you taken a copy of the lease and any rules or regulations of the landlord to an attorney to be reviewed before signing it?

_____ Have you and your landlord completed a check-in sheet listing all damages, defects, furnishings and appliances, and fixtures and describing your overall cleanliness of the premises?

_____ Have you obtained written receipts for all monies paid to the landlord noting what each is for?

Documents for your file:

_____ Lease

_____ Check-in sheet

_____ Receipts, canceled checks for deposits, rent, money spent on cleaning and repairs, etc.

_____ Correspondence with the landlord

_____ Tenant's insurance policy

Moving Out:

_____ Have you and your landlord completed a check-out sheet listing all damage, defects, furnishings and appliances, and fixtures and describing the overall cleanliness of the premises?

_____ Does the checkout sheet correspond exactly to the check-in sheet?

_____ Have you provided the landlord with an address where he or she can send your deposit?