

APARTMENT VIEWING CHECKLIST

BRING TO VIEWING

- Phone/camera to take pictures
- Phone charger to test outlets
- Tape measure to measure dimensions
- Pen and paper to draw layout
- A friend for a second opinion

UTILITIES

Included in rent:

- Water
- Hydro/electricity
- Gas
- Cable TV
- Wifi/internet

Garbage disposal:

- Garbage chute
- Garbage room
- Curbside pickup

Bins provided:

- Garbage
- Recycling
- Compost

Heating and cooling:

- Tenant controls cooling
 - Air-conditioning
- Tenant controls heating
- Will landlord cover cost for extra heaters/fans?

Electrical / service capacity:

- Working outlets in all rooms
 - Grounded (3-prong)
- General electrical capacity
i.e., Can you turn everything on without tripping a breaker?
- Fuse/breaker box
- No 'dead zones' of cell/wifi service

KITCHEN

- Freezer
- Fridge
- Stove
- Microwave
- Dishwasher

Test kitchen sink:

- Hot and cold water
- Good water pressure
- Drains unplugged

LAUNDRY

- Washer/dryer in unit
- Washer/dryer in building
- Cost per use: \$
- Method of payment:

BATHROOM

- Working shower
- Clean tub
- Flushing toilet
- Mirror
- Counter space
- Storage
- Toilet paper holder
- Towel rack(s)
- No evidence of mold
- Working outlets

Ceiling in good condition

- Working ceiling fan
- Working ceiling light

Test sink/shower:

- Hot and cold water
- Good water pressure
- Drains unplugged

FURNITURE

- Unit comes with furniture:

CLOSETS/STORAGE

- # of Closets:
- Other in-unit storage
- External storage
(e.g. basement locker)
- Fee to use: \$

FLOOR

- Carpet in good condition *(no stains, holes, etc.)*
- Carpet requires steam cleaning prior to move-in
- Hardwood/laminate in good condition *(no splinters, etc.)*
- Clean tiles in good condition *(no cracks, etc.)*
- Equipment available to maintain floor *(vacuum, mop, etc.)*

KEYS/LOCKS

- All keys and locks tested to ensure function
 - Front door external lock
 - Front door internal lock
 - Back door/balcony door lock
 - Bedroom door(s) lock
- Permission to install additional locks

- Key deposit required
- Spare key available
- Fee for lock-out: \$
- Fee to change locks: \$

Keys can be duplicated unless marked "DO NOT DUPLICATE". Ask for permission before changing locks.

LIGHTING

- Each room has a functioning light
- All light switches work
- Each room has a window that can open
Test the windows as panes may be painted shut.
- Windows are lockable
- Windows are not drafty
- Windows have blinds or curtains included

- Landlord will install blinds/curtains prior to move-in
Get all landlord agreements in writing.
- Apartment view is unobstructed

Unit gets:

- morning
- evening
- no direct sunlight

PARKING

- Parking spot(s) available
- Spot reserved for unit
- Fee for spot: \$

- Nearby pay-per-use street parking
- Parking lot
- Visitor parking available

GENERAL CARE / UPKEEP

- Repairs are necessary prior to move-in:
Get all landlord agreements in writing.
- Surfaces or storage space are in disrepair
- Pre-existing damages documented

Take photos of unit before move-in. Email them to your landlord to confirm you will not be held responsible for pre-existing issues at a later date.

- Walls need patching/repainting prior to move-in
- Unit has mold or mildew
- Permission to paint walls
- Requirement to return walls to original state before move-out (repainting, etc.)

SAFETY & FIRE

- Functioning smoke detector / alarm in unit
Batteries should be replaced annually
- Carbon monoxide detector in unit
- Fire exits clearly marked
- Fire extinguisher provided in unit

- Sprinklers in unit
- Door has peep hole
- Building security measures: