

Telephone Checklist

Put Apartment Ad Information Here: _____
(where is this information from?) _____

Date and time when called: _____

Did I get a hold of someone? Yes No (leave message? Yes No)

When they called back: _____

1. Is the apartment still available? Yes No
2. How much is the rent, how much is the deposit and are there any other costs or fees?
Rent: \$ _____
Deposit: \$ _____
Extra fees: \$ _____
3. What is the address?

4. Near public transportation?
 bus train
5. Does it have laundry? Yes No
If Yes, how many machines? _____
6. What is the type of building?
 ()-flat Row House Freestanding
 Low rise High rise Town House
7. How many units are there in the building, and how old is the building?
Units: _____ Age: _____
8. How many rooms are in the unit?
Is it large or small? (actual size? _____)
What floor is it on? _____ Elevator?
9. What kind of heat does the apartment have?
 Steam Hot water Forced air
 Space Heater Gas Electric Air conditioning
10. Who pays for heat, air conditioning, hot water, and how much does it cost?
 Tenant Landlord \$ _____
11. Is the unit a condominium or a co-op?
12. Who is offering the unit? Management company Owner Finder service Tenant trying to sublet
Name of person/company offering unit:

13. (If this applies) Are children accepted? Pets? (By the way, it is illegal to refuse rental housing on the basis of children.)
14. (If this applies) Is parking available? How much does it cost to rent a space? \$ _____ Indoor Outdoor
15. What is the term of the lease? From _____ to _____.
When is the unit available? _____
16. Are there any other apartments (which meet your specifications) beside the one(s) advertised? Yes No
17. When can the apartment(s) be seen? Date and time: _____

18. Are there any amenities? List them here.
(1) _____
(2) _____
(3) _____
(4) _____

Notes