**Apartment Comparison Checklist**

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| **About this tool:** Clients may want to use this checklist to compare different apartments, especially if they are viewing a number of units in one day. Depending on the client’s situation, he or she may not have a lot of options, especially if the vacancy rate in the community is very low. Nonetheless, encourage clients to view at least a couple of different units, particularly if there are children in the household. Moving frequently can be very disruptive to children – especially if the children have to enroll in a new school – so it’s important that the client find a unit (and neighborhood) that will work for them in the long term. |

**Directions:** Use this checklist to compare different apartments. As you are viewing an apartment, turn appliances on and off to ensure that they are in good, working condition, test the water pressure in the kitchen and bathroom, check the locks on the windows and doors, etc. Do not be afraid to ask the landlord any questions you may have, particularly about the terms and conditions of the lease. Note that you may have already asked the landlord about the terms and conditions when you first called about the unit, but ask again to verify the information you received. You may also want to ask the landlord what type of routine maintenance is done on the apartment and how repair issues are handled. Finally, talk to current tenants to find out how they like living in the building. Do they feel safe and secure? What is the noise level? Is the landlord responsive about repairs? Moving can be expensive and disruptive, so it is important to find a unit that meets your needs.

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| **Terms and Conditions** | **Apt. 1** | **Apt. 2** | **Apt. 3** |
| Address of unit |  |  |  |
| Date available |  |  |  |
| Application fee |  |  |  |
| Security/damage deposit |  |  |  |
| Pet rules/deposit |  |  |  |
| Rent amount |  |  |  |
| Rent due date |  |  |  |
| Length of lease |  |  |  |
| Penalty for breaking lease |  |  |  |
| Utilities included |  |  |  |
|  |  |  |  |
| **Apartment Features** | **Apt. 1** | **Apt. 2** | **Apt. 3** |
| Number of bedrooms |  |  |  |
| Location in building (basement, ground level, upper level) |  |  |  |
| Furnished |  |  |  |
| Eat-in kitchen |  |  |  |
| Separate dining area |  |  |  |
| Air conditioning |  |  |  |
| Hardwood Floors |  |  |  |
| Carpet |  |  |  |
| Paint/wall condition |  |  |  |
| Closet space/storage |  |  |  |
| Windows/natural light |  |  |  |
| Window coverings |  |  |  |
| Ample outlets in each room |  |  |  |
| Water pressure |  |  |  |
| Handicap accessible |  |  |  |
|  |  |  |  |
| **Kitchen** | **Apt. 1** | **Apt. 2** | **Apt. 3** |
| Age/condition of refrigerator |  |  |  |
| Age/condition of stove/oven |  |  |  |
| Dishwasher? |  |  |  |
| Garbage Disposal? |  |  |  |
| Microwave? |  |  |  |
| Cupboard space/storage |  |  |  |
| Counter space |  |  |  |
|  |  |  |  |
| **Community** | **Apt. 1** | **Apt. 2** | **Apt. 3** |
| Laundry facilities |  |  |  |
| Elevator |  |  |  |
| Secured entrance |  |  |  |
| Adequate outside lighting |  |  |  |
| Parking available |  |  |  |
| Noise level |  |  |  |
| On-site playground or proximity to park |  |  |  |
| Proximity to public transportation |  |  |  |
| Proximity to work/school |  |  |  |
| Proximity to grocery store, bank, post office, etc. |  |  |  |
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| **General Notes/Comments** | **Apt. 1** | **Apt. 2** | **Apt. 3** |
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