Rapid Re-Housing Toolkit

Apartment Comparison Checklist

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.

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.			
General Notes/Comments	**Apt. 1**	**Apt. 2**	**Apt. 3**