

Renter's Checklist

This Renter's Checklist and process is dedicated to improving the fire and life safety in off campus housing not provided by a participating college or university.

This Renter's Checklist and process is intended to be used by persons evaluating a potential residence for possible living accommodations. It may be used for establishing criteria to support a final decision and as a tool by the prospective renter to measure one property against another. Landlords may use this form to evaluate their property and demonstrate that it meets these basic needs. Housing services choosing to require that a landlord submit a Renter's Checklist as part of their listing process will provide a copy to students seeking housing for comparison with a Renter's Checklist completed by them when considering the rental property.

Address: _____ Date inspected: ____/____/____
 Owner: _____ Contact number: _____
 Owner's representative: _____ Contact number: _____
 Repairs needed ____ Yes ____ No
 If yes, repairs to be completed by the following date: ____/____/____

Safety **A** **B**

- Rental registration certificate of compliance yes no
- Maximum of 4 unrelated occupants in home yes no
- If renting a room is the home owner occupied yes no
- If renting a room will you be living family style yes no

Exterior of building and yards **A** **B**

- Building exterior appears to be clean and well maintained yes no
- All doors, stairs, fire escapes unobstructed & in good condition yes no
- Property around the building is clean and well maintained yes no
- Porches are free of furniture designed for interior use yes no
- Garbage containers with lids provided (totes if required) yes no
- Fluids for snow blower, lawn equip., etc. not stored in building yes no

If you have checked any boxes in the “B” column you should not rent the apartment until the landlord has corrected the items of concern.

Living room, common areas

A**B**

- All interior walls and ceilings are in good condition (no signs of leaks) yes no
- Electric outlets on each wall, have covers and are in good condition yes no
- All wall electrical switches work easily and light fixtures work properly yes no
- Hallways and common areas are illuminated yes no
- Smoke detectors in each hallway leading to bedrooms yes no
- Windows operate easily yes no
- All exit routes are clear, doors work freely yes no
- Exit doors free of locking devices that may interfere with exiting (no keys required to exit) yes no
- Carbon Monoxide detector present in apartment yes no

Kitchen

A**B**

- All interior walls, ceiling and floor in good condition (no signs of leaks) yes no
- Electric outlets on each wall, have covers and are in good condition yes no
- All wall electrical switches work easily; Light fixtures work properly yes no
- Appliances appear to be clean and are in good working condition yes no
- Are the appliances electrical cords in good condition? yes no
- Kitchen exhaust and kitchen surfaces are free of grease yes no
- Hot and Cold water turns on and off without leaks yes no
- Sink drains ok (not real slow, no leaks under sink) yes no
- Windows operate easily, exit route is clear, doors work freely yes no

Utilities & housekeeping

A**B**

- All circuits marked on electrical panel Breakers Fuses yes no
- Basement is not cluttered with combustible debris yes no
- Oil/gas burners have an identified emergency shut off switch yes no
- Laundry rooms (if provided) are neat, clean and free of lint yes no
- The basement is dry and free of standing water and mold yes no
- 3 foot clearance is maintained around furnace, boiler & hot water tank yes no
- Do all of the rooms have heat? yes no

Bathroom

A**B**

- Interior walls, ceiling & floor in good condition (no signs of leaks, mold) yes no
- Electric outlets have covers and are in good condition (GFCI preferred) yes no
- All wall electrical switches work easily; Light fixtures work properly yes no
- Hot and Cold water turns on and off without leaks at sink yes no
- Hot and Cold water turns on and off without leaks at tub/ shower yes no
- Window, operates easily, or exhaust vent fan (exhausted to exterior) yes no
- Toilet flushes completely and does not leak yes no
- Tub and Sink drains ok, (not real slow or plugged) yes no

If you have checked any boxes in the "B" column you should not rent the apartment until the landlord has corrected the items of concern.

Bedroom #1 (not permitted in cellars or attics)

A

B

Interior walls, ceiling & floor in good condition (no signs of leaks, mold)	<input type="radio"/> yes	no <input type="radio"/>
Electric outlets on each wall, have covers and are in good condition	<input type="radio"/> yes	no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	no <input type="radio"/>
Smoke detector present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	no <input type="radio"/>

Bedroom #2 (not permitted in cellars or attics)

A

B

Interior walls, ceiling & floor in good condition (no signs of leaks, mold)	<input type="radio"/> yes	no <input type="radio"/>
Electric outlets on each wall, have covers and are in good condition	<input type="radio"/> yes	no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	no <input type="radio"/>
Smoke detector present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	no <input type="radio"/>

Bedroom #3 (not permitted in cellars or attics)

A

B

Interior walls, ceiling & floor in good condition (no signs of leaks, mold)	<input type="radio"/> yes	no <input type="radio"/>
Electric outlets on each wall, have covers and are in good condition	<input type="radio"/> yes	no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	no <input type="radio"/>
Smoke detector present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	no <input type="radio"/>

Bedroom #4 (not permitted in cellars or attics)

A

B

Interior walls, ceiling & floor in good condition (no signs of leaks, mold)	<input type="radio"/> yes	no <input type="radio"/>
Electric outlets on each wall, have covers and are in good condition	<input type="radio"/> yes	no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	no <input type="radio"/>
Smoke detector present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	no <input type="radio"/>

Bedroom #5 (not permitted in cellars or attics)

A

B

Interior walls, ceiling & floor in good condition (no signs of leaks, mold)	<input type="radio"/> yes	no <input type="radio"/>
Electric outlets on each wall, have covers and are in good condition	<input type="radio"/> yes	no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	no <input type="radio"/>
Smoke detector present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	no <input type="radio"/>

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