

APARTMENT TOUR WORKSHEET

Here are some important questions to ask the leasing agent during your tour! Take this worksheet along with you on your tour or fill it out afterwards to compare apartments you have visited.

Apartment name/address: _____

Leasing Agent/phone number: _____

Residency

When is rent due? _____

Are utilities included in the rent? Which utilities? _____

Does this apartment offer any community events? _____

How do I get my packages and mail? Is there a package delivery room? _____

What are the rules regarding trash disposal? Recycling? _____

How do residents enter the building? How do guests enter the building? _____

Is there a security guard on duty or someone at the front desk? _____

If I want to add a roommate after signing the lease, what is the process? _____

Does management ever enter a residence without giving notice? If so, under what conditions? _____

What are the penalties for breaking a lease? _____

Is subletting allowed? _____

Maintenance

What do I do if something breaks? How do I file a maintenance request? _____

What is the turn-around time on maintenance requests? _____

Does each unit have its own heating/AC? Can I control my heat/AC? _____

Can I open/close the windows? _____

Have you had pest issues recently? Will I need to be wary of pests? _____

Basic Amenities

Is there parking available to residents? Yes/No How much is parking? _____

Is guest parking available? Yes/No How much is guest parking? _____

What facilities does this apartment have on site? (Gym, pool, business center, printing facilities) _____

Is there laundry on-site? Where? _____

Are storage units available? _____

Neighborhood

Where is the nearest public transportation source? _____

Where is the nearest grocery store? _____

Drugstore? _____

Convenience store? _____

Good restaurants? _____

How safe is the neighborhood? (Recent crimes, recurring safety issues, etc.). _____

Other things to consider doing:

Check to make sure there are enough electrical outlets in each room.

Check the water pressure, cabinets, light switches, etc.

Ask to see a copy of the lease.

Ask about any move-in fees and security deposits.

Pay attention to the condition of carpets

Check for mold or fungus in the bathrooms, and be on the lookout for water stains.

Test your cell phone service while touring the building. Make sure it's not a dead zone.

Notes:

Questions? Please contact Off-Campus Living, an office within ZipAssist,
at uazipassist@uakron.edu or (330) 972-7272

ZipAssist
The University of Akron