

Renters Checklist

This Renters 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 Renters 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 perspective 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 Renters Checklist as part of their listing process will provide a copy to students seeking housing for comparison with a Renters 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 | <input type="radio"/> yes | no <input type="radio"/> |
| Maximum of 4 unrelated occupants in home | <input type="radio"/> yes | no <input type="radio"/> |
| If renting a room is the home owner occupied | <input type="radio"/> yes | no <input type="radio"/> |
| If renting a room will you be living family style | <input type="radio"/> yes | no <input type="radio"/> |

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

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

If you have checked any boxes in the "B" column you should not rent the apartment until the landlord has correct 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 correct 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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