

**CHECKLIST – BEFORE RENTING AN APARTMENT**

**Information on the apartment :**

Address : \_\_\_\_\_  
\_\_\_\_\_  
Amount of rent : \_\_\_\_\_  
Paid: Monthly\_\_ Weekly\_\_

**Information on the landlord :**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Services included**

Heating (Electric\_\_ /Gas\_\_ /Propane\_\_ /Oil\_\_ /Other\_\_ )..... Yes\_\_ No\_\_ N/A\_\_  
Electricity..... Yes\_\_ No\_\_ N/A\_\_  
Parking..... Yes\_\_ No\_\_ N/A\_\_  
Water meter..... Yes\_\_ No\_\_ N/A\_\_  
Washer-dryer..... Yes\_\_ No\_\_ N/A\_\_  
Maintenance..... Yes\_\_ No\_\_ N/A\_\_  
Snow removal/lawn..... Yes\_\_ No\_\_ N/A\_\_  
Hot water tank..... Yes\_\_ No\_\_ N/A\_\_  
Storage..... Yes\_\_ No\_\_ N/A\_\_  
Air conditioning..... Yes\_\_ No\_\_ N/A\_\_  
Use of the backyard..... Yes\_\_ No\_\_ N/A\_\_  
If not included, how much will these services cost? \_\_\_\_\_

**Lease/last month**

- 1. Are the first and last month required?..... 1. Yes\_\_ No\_\_
- 2. Monthly payments accepted for last month?..... 2. Yes\_\_ No\_\_
- 3. Is there a lease agreement?..... 3. Yes\_\_ No\_\_

**General**

- 4. Apartment is smoking or non-smoking?..... 4. Yes\_\_ No\_\_
- 5. Is there a smoke detector?..... 5. Yes\_\_ No\_\_
- 6. Is there a carbon monoxide detector?..... 6. Yes\_\_ No\_\_
- 7. Are the batteries still good?..... 7. Yes\_\_ No\_\_
- 8. Does the unit seem insulated?..... 8. Yes\_\_ No\_\_
- 9. Does the unit seem soundproof?..... 9. Yes\_\_ No\_\_
- 10. Does the unit appear to have any rodents or bugs?..... 10. Yes\_\_ No\_\_

If repairs are needed, make a list and indicate when the landlord expects to have completed them:

**Stove and fridge**

- 11. Are they included?..... 11. Yes\_\_ No\_\_
- 12. If yes, do they work well?..... 12. Yes\_\_ No\_\_

**Water quality**

- 13. Does the water come from a well?..... 13. Yes\_\_ No\_\_
- 14. Is the water drinkable?..... 14. Yes\_\_ No\_\_
- 15. Does it smell or taste funny?..... 15. Yes\_\_ No\_\_
- 16. If yes, was a test conducted by the Health Unit?..... 16. Yes\_\_ No\_\_
- 17. Is there a water treatment system?..... 17. Yes\_\_ No\_\_

\* If there is a water treatment system, ask for explanations on how it functions.

**Heating**

- Who controls the thermostats? \_\_\_\_\_
- 18. Is there a controller and a heater in every room?..... 18. Yes\_\_ No\_\_
  - 19. Do they function properly?..... 19. Yes\_\_ No\_\_
- Where is the electric panel? \_\_\_\_\_

**Doors and windows**

- 20. Are there screens?..... 20. Yes\_\_ No\_\_
- 21. Do the locks function properly on both doors and windows?..... 21. Yes\_\_ No\_\_

**Plumbing**

- 22. Does the toilet function properly?..... 22. Yes\_\_ No\_\_
  - 23. Do the taps shut off completely?..... 23. Yes\_\_ No\_\_
- What size is the hot water tank? \_\_\_\_\_
- Is the location connected to the municipality sewer system or to a septic tank? \_\_\_\_\_

**Lighting**

- 24. Verify the switch lights. Do they function properly?..... 24. Yes\_\_ No\_\_
- 25. Is there lighting at the entrance and at the exterior of the building?..... 25. Yes\_\_ No\_\_
- 26. Do the outlets work?..... 26. Yes\_\_ No\_\_

\*\* Carefully review the terms and conditions of the lease before signing. Certain leases contain illegal clauses (ex: no pets) or conditions that you may not have anticipated. When you are moving in, you should take pictures of each room. You should consult your community legal clinic if you do not understand certain parts of the lease or for all other questions you may have. <http://www.legalaid.on.ca/en/contact/contact.asp?type=cl#K>