

HOUSE HUNTING CHECKLIST

Inspecting the Property

(Never arrange to meet a stranger at a property by yourself. It is important that you are accompanied when viewing properties.)

Gas and Electricity

- Check electrical sockets (do they work?)
- Are the outlets grounded?
- Are there light fixtures in each room?
- Is there proper wiring for a computer?
- Is there an adequate supply of electrical sockets and are they properly located?
- Does the heating system work properly? (Turn the heat on and wait for a few minutes to determine if the system is working).
- Does the refrigerator work?
- Does the stove work?
- Does the washing machine work?
- Does the clothes dryer work?
- Call the local utility company to have the gas and electricity meters read on the date that you take over responsibility for the property.

Plumbing

- Test all of the plumbing fixtures and note any leaks or noise
- Does the plumbing work?
- Taps
- Toilets
- Tub
- Shower
- Is there hot water?
- Is the water pressure good?
- Is there an exhaust fan in the bathroom? (note: an exhaust fan is required if the bathroom does not have a window)?

Utilities (Included in Rent?)

If utilities are not included in the rent - call Utilities Kingston at 613-546-0000 for approximate costs

- Hydro (electricity)
- Water
- Gas
- Heat

Heating Type (check one)

- Gas
- Electric
- Oil
- Other

Bedrooms

- Closet
- Window
- Insurance

- Do you have household insurance coverage? For more information on home insurance, visit www.insurance-101.com.

Services

- What services is the owner providing for you, if any?
- Is there a 24-hour call-in service?
- How long before repairs will be done?
- What repairs will you be responsible for?

Things to Enquire About

- Is a lease required?
- Length of required lease?
- What is the monthly rental amount?
- How does it compare to other rents for similar accommodation in the neighbourhood?
- Are you required to pay a deposit? (deposits are illegal except in the case of pre-paying the last month's rent.)
- Have you received a receipt for any money that you have paid?
Are you or the owner responsible for water and sewer charges?
- What are the heating costs from the previous year?
- Have there been any improvements over the vacancy period that would affect the heating costs?
- What is the closest grocery store?
- How far is campus?
- Are pets permitted?
- Is there parking available?
- Is there a charge for parking?
- Parking for guests?
- Is the property on a bus route and how far to the bus stop?
- Who is responsible for lawn maintenance / snow removal?

Agreements

- Do you know what your contract means?
- Restrictions?
- Lease required?
- 12 month?
- 8 month?
- month to month?
- option to renew?
- After one year - month to month?
- Can you sublet?
- Can you have a roommate?
- Can you paint or decorate the unit?
- Will the landlord pay for paint, etc?

Safety and Security

- Is the house/apartment secure?
- In the event of a fire in the main access passageways of the house, could you get out of the house?
- Are smoke detectors or fire alarms working properly?
- Is there a fire escape?
- Are all of the external doors solid?
- Do all external doors have locks that function properly?
- Do all of the ground floor windows lock with security latches?
- If the property comes with window coverings, are they lined or private enough?
- Are there any signs of pests in the house? (mouse droppings, fleas, etc)
- Have you identified your personal property in a permanent manner?

Furniture

- If the house/apartment comes furnished, is there enough furniture for the occupants?
- Is there sufficient storage and food preparation room in the kitchen?
- Does any of the existing furniture belong to previous tenants?
- Is the furniture in good condition?
- Is the furniture fire retardant?
- If a piece of furniture gets damaged, are you responsible for it's replacement?

Outside the Property

- Does the roof look sound?
- Are the gutters clear?
- Are the drains clear?
- Is any of the woodwork rotting or unsafe?

Roomers in Landlord's Home Only (In addition to all of the above considerations)

- Meals: Are they included?
- Kitchen: Do you have access to it?
- Visitor's: Restrictions on visitors/guests
- Privacy: Is there enough?
- Is there or can there be a formal signed rental agreement?