INSPECTING THE PROPERTY
(Your safety is important; avoid meeting 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?

Utilities (included in rent?)

☐ Hydro (electricity)
☐ Water
☐ Gas (could be a gas stove, gas heat/furnace in the house)
☐ Heat

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

Heating Type (check one)

☐ Gas (furnace)
☐ Electric (baseboard heaters)
☐ Oil
☐ Other

Bedrooms

☐ Closet
☐ Window
Insurance

☐ Do you have household insurance coverage?

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?
☐ What is the 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?
☐ If so, what is it for?
☐ Have you received a receipt for any money that you have paid?
☐ 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?

Safely 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 its replacement?

Outside the Property

☐ Does the roof look sound?
☐ Have the gutters got plants growing out of them?
☐ 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? Are evenings okay to cook?
☐ Visitors: Restrictions on visitors/guests
☐ Privacy: Is there enough? What are the expectations?
☐ Is there, or can there be, a formal signed rental agreement?