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Apartments

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UtahStateUniversity
COOPERATIVE EXTENSION

APARTMENTS

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SHOPPING ENERGY $ENSE HI 19

Making the right housing decision is important for many reasons. With real estate costs increasing, renting an apartment is a solution to providing immediate, and sometimes long-term housing. Another benefit to renting an apartment is that landlords or managers generally take responsibility for mechanical systems, yard work, redecorating, and repairs.

In this booklet, you will learn how to make wise rental decisions concerning affordability, location, energy efficiency, rental agreements, and deposits.

WHAT CAN YOU AFFORD?

Before looking for an apartment, it is important to determine how much money you should spend on housing. Housing represents a large percentage of almost everyone's budget and includes not only the rent itself but energy and other housing expenses (see worksheet 1). A standard guideline is that your total monthly payments for rent, heat, and electricity should not exceed 30 percent of your monthly income.

Spend some time studying your personal finances. The decision to spend more or less of your family income for housing affects how much or how little you will have for other things such as food, clothing, recreation, and travel. Once the financial limits are set, consider only rental units priced within those boundaries. By doing this, you are not tempted to overspend on housing and stretch your budget.

If costs of heating, electricity, water, sewer, and trash collection are not included in the rent, you should include them in your rental budget.

Transportation is an indirect housing expense. Calculate the transportation expenses for one month for each of the rental units you look at and add that to the cost of the unit.

Furniture is another housing expense. If the rental unit is unfurnished, furniture will have to be purchased or rented. Add that cost to the rent amount. You may find that a furnished apartment will cost you less.

WHERE DO YOU WANT TO LIVE?

After you have determined what you can afford and some of your personal expenses, think about where you would like to live. Consider the appearance of the neighborhood;

accessibility to work, friends, relatives, shopping centers, schools, churches, and recreation; and availability of nearby transportation. By narrowing your list of apartments to desirable areas, you can save time.

HOW DO YOU FIND WHAT YOU WANT?

Finding a place to rent can be tedious and time consuming. Friends, newspaper ads, real estate brokers, and property management companies can help. Friends are probably the best place to begin your search. If they aware of available apartments, they are more likely to know what you want.

Newspaper ads will give you an indication of how much rent is being charged for different types and sizes of apartments in various locations. Learn how to read between the lines. Most apartments sound nicer in the ad than they really are.

Some communities have property management companies. Check with them for apartment listings.

Landlords often list available rental housing with real estate brokers. Call brokers in the area in which you want to live to find out what is available.

Another idea that may take more time is to drive around desirable neighborhoods and look for apartments that appeal to you. Contact the manager or landlord to determine options, costs, and availability.

HOW CAN YOU COMPARE APARTMENTS?

Regardless of what you are looking for in a rental unit, compare several apartments before signing a rental agreement or lease (see worksheet 2). Be aware of frequent complaints about apartments: landlords or managers do not make repairs; noise from adjacent apartments, plumbing, or hallways; problems with neighbors; lack of adequate space; infrequent trash disposal; not enough parking facilities; lack of maintenance of entrances, halls, and grounds; and inadequate heating and air conditioning.

Will the landlord or manager make needed repairs? One way to answer this question is to ask current renters if the services or repairs promised by the landlord are actually delivered.

What about noise in the apartment? Take time to determine the acoustical properties of the building. Ask other tenants how easily they can hear people in adjacent apartments and about other noises such as clanking pipes. If there is an apartment above the one you are interested in, ask if it is carpeted, which is an excellent sound deadener.

Will the neighbors be a problem? The more your lifestyle is like those of other tenants, the less likely you will experience problems with the neighbors. If you have children and it appears that few children are living in the complex, the neighbors may complain about your children and their activities. You may want to look elsewhere.

Do you have enough space? Do you have enough bedrooms and bathrooms? Can each of your family members get up, get ready, and get off to the day’s business without running over one another? Will the apartment allow each of you space and facilities to do the things you want and need to do?

Will your furniture and other possessions fit into the apartment? Can you get your furniture through the doors and up the stairs? Measure to make sure.

Mentally “decorate” the apartment. How do your possessions fit? Does the apartment “look” like you and your family?

How well is the apartment maintained? Maintenance is important. Observe the upkeep of the halls, stairs, entrances, garbage disposal areas, and the grounds. Ask if the landlord or

the tenant takes care of these areas.

The dwelling should be in a livable condition before renting. Do not rent an apartment that is unsafe, has plumbing or heating problems or has a leaky roof because the landlord may not fix them once the lease is signed. Do not rent an apartment that has poor plumbing (leaky faucets, broken toilets or bathtubs), broken kitchen appliances, inadequate heat or hot water, falling plaster, broken windows, broken or dangerous steps, unlighted hallways, doors that do not lock, rats or roaches, overcrowding of tenants, hazardous electric wiring or equipment, or bad odors.

HOW CAN YOU ANTICIPATE ENERGY COSTS?

Many apartments are not very energy-efficient and could have high energy costs. There are two ways to anticipate energy costs. One is to look at past utility billings. The other is to inspect the apartment for energy efficiency.

If the actual bills of the previous tenants are not available, get written permission from the previous occupant, the owner, or the manager and go to the utility companies to get the information.

When reviewing utility bills, you need to remember they reflect individual lifestyles. Utility bills for the same apartment may be different for different occupants.

If you are unable to check expenses through utility companies or previous occupants, ask some of the neighbors what their utility bills have been for the past 12 months. Most people are willing to give information. When getting information from neighbors, make sure their apartments are similar in size, heating sources, and floor plans to the one you are interested in renting.

Another way to determine energy efficiency is to actually inspect the apartment. Start the inspection on the outside of the apartment. Energy costs can be reduced by renting an apartment with few exterior walls. For example, in an apartment building with three or more stories, the interior apartments of the middle floors will have lower heating bills because they are insulated by the other apartments and have less exterior wall space.

Windows are main areas of heat loss and thus high energy costs in an apartment. On which side of the apartment are the windows placed? South-facing windows can be valuable because they collect heat from the winter sun. On the other hand, a great deal of heat may be lost through north-facing windows in the winter. In addition, unshaded south and west windows can create overheating problems in the summer.

Some newer apartments have double-pane windows that save heating and air-conditioning dollars. A double-pane window is twice as efficient as a single-pane window. If an apartment has single-pane windows, ask the landlord if he plans to install storm windows during the winter. If not, ask if one of the inexpensive window-winterizing kits could be installed. These kits are easy to install, don’t damage the window area, and will substantially reduce heat loss and air infiltration.

If it is cold outside, feel around the windows to check for drafts. If there are drafts, ask the manager to weatherstrip and caulk the windows.

While at the windows, evaluate the energy-efficiency of the window treatments. One of the most common treatments found in apartments is draperies. If properly mounted and made of insulated material, drapes can significantly increase energy efficiency.

To be energy efficient, draperies should be sealed to the window area at the top, sides, and bottom to prevent cold air from entering the room (see Figure 1).

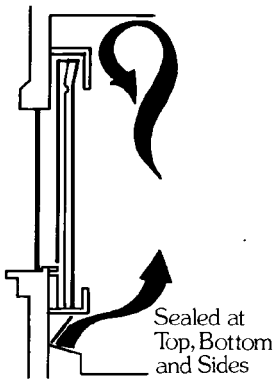


Figure 1. Draperies.

Another popular window treatment used in apartments is the louvered blind, which is not very energy efficient in the winter because cool air naturally travels from the window area through the louvers and into the room, even when it is closed (see Figure 2). However, in the summer, louvered blinds are effective in controlling the amount and the direction of sunlight and heat entering the room.

If the window treatments are not energy efficient, you could save energy and money by installing inexpensive pull-down shades that are sealed around the edges or panels made of insulation board covered with decorator fabric.

Cut insulation board the size of the window opening, then glue fabric around the board. When not being used in the window, the covered board can be used as a wall hanging.

Get permission from the landlord before making energy improvements to windows.

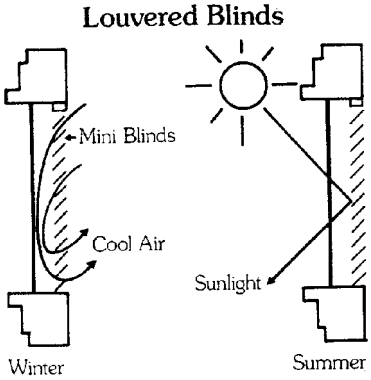


Figure 2. Air Movement and Sunlight Reflection.

Another area where energy is lost is through exterior doors. Look at the thresholds below the doors (Figure 3). Are they damaged and do they need to be replaced? Do they meet the doors to keep the cold out? If they need to be replaced, ask the landlord if he will replace them before you move into the apartment.

From inside, feel around the door frame for air leaks (Figure 4). This will help you determine if the door is adequately weather-stripped. If not, ask the landlord to weather-strip the door before you move into the apartment.

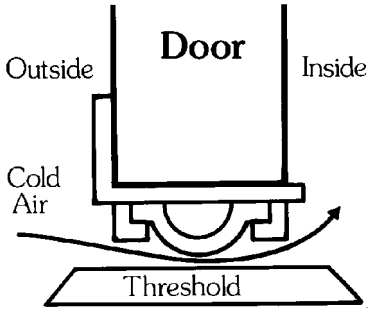


Figure 3. Air Leaks Around Door.

The cost of heating an apartment depends on the source of energy used and the cost of that source. Electricity, natural gas, propane, oil, and other energy sources vary in cost. An inefficient heating system can double your utility costs.

Find out what energy source is being used for heating water. Depending on the location of the rental unit, heating water by one energy source may cost twice as much as another source.

Ask the landlord to fix any leaky faucets in the apartment. Water is expensive, especially hot water. One drop per second can cost you four gallons a day of heated water.

Check to see if the temperature on the water heater can be lowered. A low setting (110-120 degrees F) will save you money on hot water bills and is generally sufficient for showering and washing dishes by hand. A dishwasher may require a higher setting.

Do the shower and faucets have flow restrictors? If not, they are easy to install, inexpensive, and will save hot water. Ask the landlord for permission to install flow restrictors.

Are there thermostat controls in each apartment or is the temperature controlled centrally for all apartment units? Are there heat vents in every room? Ask how much insulation is in the apartment

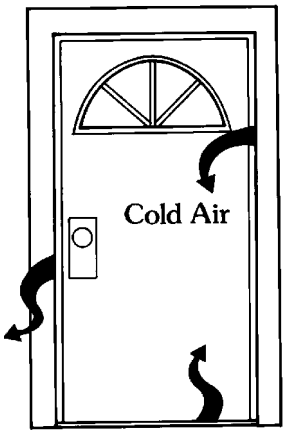
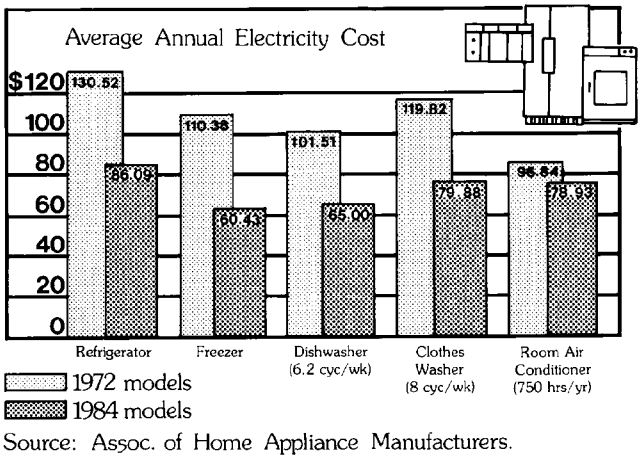


Figure 4. Air Leaks Around Door.

attic, walls, and over any unheated areas of the apartment.

Does the apartment have old or new appliances? Since the mid-1970s the energy efficiency of appliances has been significantly improved (Figure 5). A renter can expect to pay more in utility bills with old appliances.

A refrigerator uses a great deal of energy because it operates 24 hours a day. Check the door seals on refrigerators for air-tightness. A good seal should be free from cracks and dirt. Also, note where refrigerators are located. Refrigerators should be located away from sunlight, heat vents, and heat-producing appliances, such as ranges and dishwashers.



Source: Assoc. of Home Appliance Manufacturers.

Figure 5. Electrical Costs for Appliances.

Most new refrigerators have energy saver switches (Figure 6). This switch is located inside the refrigerator and can be shut off when the humidity is low, thus saving energy.

The most common electrical ranges found in apartments are conventional coil systems, one of the least expensive to operate.

Gas ranges are also found in apartments. They are also quite inexpensive to operate, especially if they have pilotless ignition.

Check the range in an apartment to see if it has a self-cleaning, manual, or continuous cleaning oven. Generally, a self-cleaning oven, gas or electric, is more energy efficient than a manual or continuous-cleaning oven because it has more insulation in the walls (see Figure 7).

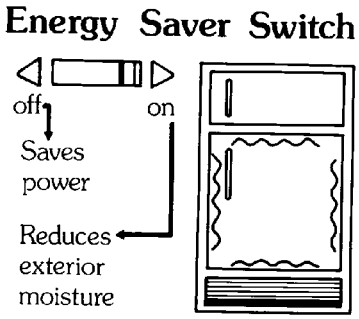


Figure 6. Refrigerators.

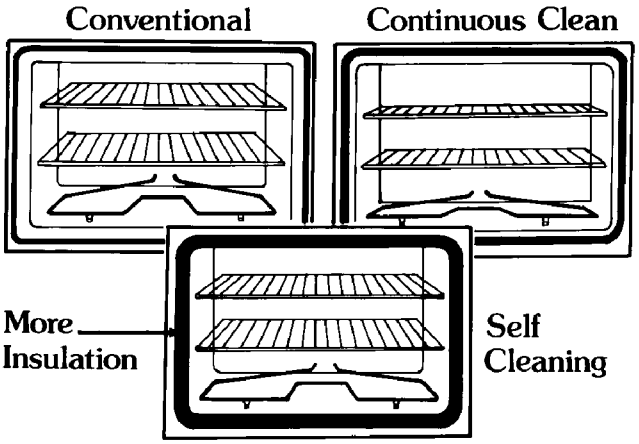


Figure 7. Ovens.

Many apartments have dishwashers. Check to see if the dishwasher has features that minimize energy use such as quick-wash and air-dry options.

SHOULD YOU HAVE A RENTAL AGREEMENT?

A rental agreement can protect you as well as your landlord. When you have decided on an apartment, you will probably be presented with either a lease or a written agreement.

A lease is a written and dated legal document that records the contract between the owner and the renter. Read all written leases carefully before signing. If you do not understand the lease, consult with a lawyer before signing. Make sure the document includes the names, addresses, and telephone numbers of the landlord, manager, and tenant; the address of the property; the person responsible for utility bills; the extent of landlord's obligation to repair and maintain the rental unit; a description of the rental unit before occupancy; a list of furnishings in the rental unit; the duration of the lease, beginning date to ending date; the amount and due date of rent, where it is to be paid, and penalty for late payment; responsibility for maintenance; and the dollar amount of security or damage deposits and conditions under which the deposit will not be returned.

A written agreement is a somewhat shorter and more informal document than a lease. It often permits month-to-month tenancy and allows the landlord to write in restrictions. The tenant may also add or subtract provisions on the agreement. A written agreement might also permit the landlord to change rent prices at his own discretion. Both parties should initial all changes.

An oral agreement is another way apartments are rented. You discuss the terms of the rental arrangement with the landlord. Such an agreement offers little protection to the renter should the landlord fail to live up to the agreed commitments. It is advisable to have a written agreement or lease rather than an oral agreement.

WHAT SHOULD YOU KNOW ABOUT DEPOSITS?

When you sign a rental agreement, a deposit of one or two months rent is usually required. Find out the exact amount and purposes for which the deposit will be used. Deposits are used for cleaning, damage, and security. The cleaning deposit is a separate amount that allows the landlord to clean and paint the apartment after you move. In many cases, the landlord does not refund this deposit. The damage deposit must be returned to you when the premises are vacated unless you have caused physical damage to the apartment beyond normal wear and tear. A security deposit may be retained by the landlord if you leave before the final date of the lease. Check state and local laws that regulate how deposits are held by a landlord and how they are to be refunded to the tenant. These laws may cover items such as interest on the deposit, amount of time before the landlord must return deposit money, and damages to the tenant for improper withholding of the deposit.

In this booklet, you have been given information about how to make wise decisions concerning apartment selection and the energy-efficiency of apartments. Remember to consider the total amount it would cost you to live in each apartment you are interested in renting. Be assertive in evaluating each apartment. Before signing a rental agreement, discuss with the owner or manager any repairs or energy improvements that need to be completed and put agreements in writing.

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Worksheet 1.

YOUR HOUSING BUDGET

Monthly take-home pay		$ _____
Monthly expenses for:		
Food	$ _____	
Clothing and personal care	$ _____	
Transportation	$ _____	
Medical and child care	$ _____	
Life and health insurance*	$ _____	
Education	$ _____	
Savings*	$ _____	
Entertainment and recreation	$ _____	
Other regular recurring expenses, e.g., installment loans	$ _____	
TOTAL		$ _____

Monthly expenses for housing:

Rent	$ _____	
Utilities		
Heat	$ _____	
Electricity	$ _____	
Telephone	$ _____	
Trash Collection	$ _____	
Water	$ _____	
Insurance	$ _____	
TOTAL (Should not be more than 30% of your monthly take-home pay.)		$ _____

*Omit if included as payroll deduction

Adapted from: Check Point Housing, University of Arkansas Extension Publication, Ithaca, New York

Worksheet 2.

RENTER'S CHECKLIST

To find the best place to live, look at several apartments. The following checklist will help you compare apartments and decide which features are most important to you. (Adapted from: **Renters' Checklist**. Written by William J. Angell, Housing Specialist, Ohio State University.)

Directions: Fill in blanks or circle answer.

	APT 1	**APT 2**	**APT 3**
MONTHLY EXPENSES			
How much is the monthly rent?			
If not included in the rent, enter the anticipated amount.			
Gas or other heating fuel:			
Electricity:			
Water and Sewer:			
Trash Collection:			
Rent Increase if Guests Live with You			
Snow Removal:			
Furniture Rental:			
Transportation Costs:			
Telephone:			
Insurance (Personal Property and Liability):			
TOTAL MONTHLY HOUSING EXPENSES (ADD)			
INITIAL EXPENSES			
Security Deposit:			
Cleaning Deposit:			
Damage Deposit:			
LOCATION			
Is the apartment near schools, stores, friends, relatives, church, work, recreational areas, and other desirable facilities?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Is the property free from heavy traffic, dust, dirt, noise, and other pollution?	Yes No	Yes No	Yes No
Is the neighborhood desirable in appearance?	Yes No	Yes No	Yes No
Is public transportation, a car pool or a van pool available for most of your transportation needs?	Yes No	Yes No	Yes No
Are paved streets, driveways, and public walkways provided?	Yes No	Yes No	Yes No
Are the streets and walkways well lighted at night?	Yes No	Yes No	Yes No
LOT			
Is the view pleasant and likely to remain unchanged?	Yes No	Yes No	Yes No
Is there privacy in the yard, patio, or deck?	Yes No	Yes No	Yes No
Is there space available for a garden?	Yes No	Yes No	Yes No
Is off-street parking for two cars available?	Yes No	Yes No	Yes No
Are the grounds well landscaped, attractive, and well maintained?	Yes No	Yes No	Yes No
Is there a place for children to play?	Yes No	Yes No	Yes No
RESTRICTIONS			
Are children allowed?	Yes No	Yes No	Yes No
Are pets allowed?	Yes No	Yes No	Yes No
Are late and noisy parties allowed?	Yes No	Yes No	Yes No
Can you use special furniture like waterbeds?	Yes No	Yes No	Yes No
Can you paint or paper walls?	Yes No	Yes No	Yes No
Can you mount pictures on walls?	Yes No	Yes No	Yes No
MANAGEMENT/MAINTENANCE			
Does the owner, manager, or caretaker live in or near the building?	Yes No	Yes No	Yes No
Does the manager require a high level of maintenance of common areas (halls, stairs, walks, etc.)?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Are you responsible for care of halls?	Yes No	Yes No	Yes No
Are there adequate trash containers and removal?	Yes No	Yes No	Yes No
Does the manager make the repairs and how long does it take to get service?	Yes No	Yes No	Yes No
Are you allowed to make energy-conserving changes or improvements to your apartments?	Yes No	Yes No	Yes No
Has the landlord had an energy audit of the building, and is that information available to you?	Yes No	Yes No	Yes No
EXTERIOR			
Is the exterior attractive and in good condition?	Yes No	Yes No	Yes No
Can the screens be removed for window washing?	Yes No	Yes No	Yes No
Is there a locked storage area outside the apartment for keeping unused items and out-of-season supplies?	Yes No	Yes No	Yes No
INTERIORS			
Does the floor plan provide enough space for activities and privacy?	Yes No	Yes No	Yes No
Is the interior design attractive?	Yes No	Yes No	Yes No
Do the furnishings, materials, and equipment promote easy maintenance? For example, shag carpet is difficult to keep clean in the kitchen and around exterior doors.	Yes No	Yes No	Yes No
Does the interior need repainting?	Yes No	Yes No	Yes No
STORAGE			
Is there a closet close to front door?	Yes No	Yes No	Yes No
Is there 4 feet or rod space per family member?	Yes No	Yes No	Yes No
Is there linen storage?	Yes No	Yes No	Yes No
Is there kitchen storage for food and equipment?	Yes No	Yes No	Yes No
Is there storage for seasonal items?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Will your possessions fit into the apartment?	Yes No	Yes No	Yes No
FURNITURE (for Furnished Apartments)			
If furnished, will the landlord remove furnishings not wanted?	Yes No	Yes No	Yes No
Are the furnishings well constructed?	Yes No	Yes No	Yes No
Are all joints firm, closely fitted, reinforced, and strongly glued?	Yes No	Yes No	Yes No
Are wood finishes neat, smooth, and attractive?	Yes No	Yes No	Yes No
Do drawers operate smoothly?	Yes No	Yes No	Yes No
Is the upholstered furniture comfortable and in good condition?	Yes No	Yes No	Yes No
APPLIANCES			
Are the kitchen appliances the type, size, and quality needed?	Yes No	Yes No	Yes No
Are the appliances relatively new?	Yes No	Yes No	Yes No
Are the appliances clean, and do they operate properly?	Yes No	Yes No	Yes No
Is the refrigerator located away from sunlight, heat vents, or heat-producing appliances?	Yes No	Yes No	Yes No
Does the refrigerator have an energy-saver switch?	Yes No	Yes No	Yes No
Does the dishwasher have energy-saving features like quick-wash and air-dry options?	Yes No	Yes No	Yes No
OTHER			
Does the apartment have a fire extinguisher?	Yes No	Yes No	Yes No
Is it convenient to carry in groceries and carry out garbage?	Yes No	Yes No	Yes No
Can the windows be used as emergency fire exits?	Yes No	Yes No	Yes No
Does the ceiling have water marks where there could be a roof leak?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Are there any bad odors in the apartment?	Yes No	Yes No	Yes No
Are there any signs of rats or roaches?	Yes No	Yes No	Yes No
Is your lifestyle similar to the neighbors?	Yes No	Yes No	Yes No
Is there any indication of moisture condensation or mildew on the walls (peeling paint may be caused by excess moisture)?	Yes No	Yes No	Yes No
NOISE			
Are the walls and floors soundproofed so the apartment will be quiet?	Yes No	Yes No	Yes No
Are the living habits of the neighbors similar to yours? (People who work at night or entertain extensively late at night may disturb you).	Yes No	Yes No	Yes No
Is the apartment near a stairway or elevator where there may be noise late at night?	Yes No	Yes No	Yes No
Are the stairs carpeted to reduce noise?	Yes No	Yes No	Yes No
LIGHTING/VENTILATION			
Are the halls well lighted?	Yes No	Yes No	Yes No
Do the windows provide adequate natural illumination?	Yes No	Yes No	Yes No
Is fluorescent lighting used in the kitchen, bath, and utility areas?	Yes No	Yes No	Yes No
Does the home have good artificial lighting, especially in the kitchen and bathroom?	Yes No	Yes No	Yes No
Does the window arrangement provide good cross ventilation?	Yes No	Yes No	Yes No
Do the windows open and close smoothly?	Yes No	Yes No	Yes No
Does the air conditioner operate properly?	Yes No	Yes No	Yes No
Are there vented exhaust fans in the bathroom and kitchen?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
HEATING/INSULATION			
Are the past utility bills high?	Yes No	Yes No	Yes No
Do you pay your own heating/cooling fuel bills?	Yes No	Yes No	Yes No
Does the heating system work properly?	Yes No	Yes No	Yes No
Is the supply of heat adequate?	Yes No	Yes No	Yes No
Is the thermostat located on an inside wall, away from drafts, windows, heat sources, and exterior doors?	Yes No	Yes No	Yes No
Is there a thermostat in your unit so you can control heat without asking the caretaker?	Yes No	Yes No	Yes No
Are fuel filters changed at least twice a year?	Yes No	Yes No	Yes No
Is heat distribution adequate? Look for hot air registers or heating elements along the base of exterior walls and under windows in each room?	Yes No	Yes No	Yes No
Is the attic well insulated?	Yes No	Yes No	Yes No
Are floors over unheated spaces well insulated?	Yes No	Yes No	Yes No
Are doors leading to unheated attics and cellars tightly closed and insulated?	Yes No	Yes No	Yes No
Are floors sufficiently warm and free of drafts?	Yes No	Yes No	Yes No
PLUMBING			
Are the plumbing fixtures attractive and easy to clean?	Yes No	Yes No	Yes No
Are there any leaky faucets or toilets that continuously run water?	Yes No	Yes No	Yes No
Do the toilet, dishwasher, and other plumbing facilities operate quietly?	Yes No	Yes No	Yes No
Is there an adequate supply of hot water? You may find the supply inadequate if it is shared with other apartments.	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Are flow-restricting showerheads installed in shower facilities?	Yes No	Yes No	Yes No
Are flow restrictors installed in sink faucets?	Yes No	Yes No	Yes No
Is the fuel to heat the water expensive?	Yes No	Yes No	Yes No
Can the water-heater temperature be set on medium or low to save on hot-water energy costs?	Yes No	Yes No	Yes No
ELECTRICAL			
Are adequate electrical outlets provided? Do they operate properly? At least one outlet per wall should be located in each room and over the kitchen counter. They should be no more than 12 feet apart.	Yes No	Yes No	Yes No
Are outlets near sinks and other wet areas safety grounded?	Yes No	Yes No	Yes No
Are there enough switches to light your way through the apartment?	Yes No	Yes No	Yes No
Do you pay your own electrical bills?	Yes No	Yes No	Yes No
AIR CONDITIONING			
Are the filters and cooling coils kept clean on a regular basis (monthly during the season)?	Yes No	Yes No	Yes No
Is it possible to use cross ventilation and/or electric fans as a substitute for air conditioning?	Yes No	Yes No	Yes No
Is the air-conditioner thermostat located away from sources of heat?	Yes No	Yes No	Yes No
WINDOWS/DOORS			
Are windows in the apartment protected by storm windows or plastic film?	Yes No	Yes No	Yes No
Are the windows in good condition (unbroken, well sealed, and free of drafts)?	Yes No	Yes No	Yes No
Are the windows double pane?	Yes No	Yes No	Yes No

	APT 1	APT 2	APT 3
Are all exterior doors (those leading outside) protected by storm doors or air-lock entries?	Yes No	Yes No	Yes No
Are exterior doors weather-stripped and free of drafts?	Yes No	Yes No	Yes No
Are there at least two exterior doors for convenience and safety?	Yes No	Yes No	Yes No
Is the threshold of the exterior door in good condition?	Yes No	Yes No	Yes No
Do the windows open easily?	Yes No	Yes No	Yes No
Does the apartment receive maximum sunlight and protection from wind, rain, and snow?	Yes No	Yes No	Yes No
Are the windows sealed, caulked, and free from drafts?	Yes No	Yes No	Yes No
Can you securely lock the doors? Deadbolt locks are recommended.	Yes No	Yes No	Yes No
Are there windows facing the south for best heat gain in the winter?	Yes No	Yes No	Yes No
Are the windows covered with heavy draperies, window quilts, insulating shutters, or other thermal window treatments to minimize heat loss?	Yes No	Yes No	Yes No
LAUNDRY			
Are laundry facilities located in the apartment or in the apartment complex?	Yes No	Yes No	Yes No
Are you able to line dry your laundry when weather permits?	Yes No	Yes No	Yes No
Are laundry-equipment controls adaptable to washing and drying large, medium, and small loads?	Yes No	Yes No	Yes No
Do the washers allow you to use cold-water rinse?	Yes No	Yes No	Yes No
Is there a laundry room with sufficient equipment for the number of tenants in the building?	Yes No	Yes No	Yes No
LEASE			

	APT 1	APT 2	APT 3
Does the landlord have a written lease for you to sign?	Yes No	Yes No	Yes No
Does the written and dated lease contain all of the following: names, addresses, and telephone numbers of landlord, manager, and tenant; length of tenancy; how and when the lease can be terminated or renewed; subletting privileges and accompanying re-rental fee; total monthly rent and service charges; restrictions and regulations; and guarantees and oral promises of the landlord or his representatives?	Yes No	Yes No	Yes No
Have you asked the landlord to delete any unfavorable provisions or waivers on the lease?	Yes No	Yes No	Yes No
Do you fully understand all terms of the lease? Clarify anything you do not understand before you sign.	Yes No	Yes No	Yes No
Does the landlord have fire and flood insurance? If not, consider this expense also.	Yes No	Yes No	Yes No

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