

# APARTMENT TOUR WORKSHEET

Here are some important questions to ask the leasing agent during your tour! Take this worksheet along with you on your tour or fill it out afterwards to compare apartments you have visited.

**Apartment name/address:** \_\_\_\_\_

**Leasing Agent/phone number:** \_\_\_\_\_

## Residency

When is rent due? \_\_\_\_\_

Are utilities included in the rent? Which utilities? \_\_\_\_\_

Does this apartment offer any community events? \_\_\_\_\_

How do I get my packages and mail? Is there a package delivery room? \_\_\_\_\_

What are the rules regarding trash disposal? Recycling? \_\_\_\_\_

How do residents enter the building? How do guests enter the building? \_\_\_\_\_

Is there a security guard on duty or someone at the front desk? \_\_\_\_\_

If I want to add a roommate after signing the lease, what is the process? \_\_\_\_\_

Does management ever enter a residence without giving notice? If so, under what conditions? \_\_\_\_\_

What are the penalties for breaking a lease? \_\_\_\_\_

Is subletting allowed? \_\_\_\_\_

## Maintenance

What do I do if something breaks? How do I file a maintenance request? \_\_\_\_\_

What is the turn-around time on maintenance requests? \_\_\_\_\_

Does each unit have its own heating/AC? Can I control my heat/AC? \_\_\_\_\_

Can I open/close the windows? \_\_\_\_\_

Have you had pest issues recently? Will I need to be wary of pests? \_\_\_\_\_

## Basic Amenities

Is there parking available to residents? Yes/No How much is parking? \_\_\_\_\_

Is guest parking available? Yes/No How much is guest parking? \_\_\_\_\_

What facilities does this apartment have on site? (Gym, pool, business center, printing facilities) \_\_\_\_\_

Is there laundry on-site? Where? \_\_\_\_\_

Are storage units available? \_\_\_\_\_

## Neighborhood

Where is the nearest public transportation source? \_\_\_\_\_

Where is the nearest grocery store? \_\_\_\_\_

Drugstore? \_\_\_\_\_

Convenience store? \_\_\_\_\_

Good restaurants? \_\_\_\_\_

How safe is the neighborhood? (Recent crimes, recurring safety issues, etc.). \_\_\_\_\_

## Other things to consider doing:

Check to make sure there are enough electrical outlets in each room.

Check the water pressure, cabinets, light switches, etc.

Ask to see a copy of the lease.

Ask about any move-in fees and security deposits.

Pay attention to the condition of carpets

Check for mold or fungus in the bathrooms, and be on the lookout for water stains.

Test your cell phone service while touring the building. Make sure it's not a dead zone.

## Notes:

Questions? Please contact Off-Campus Living, an office within ZipAssist,  
at [uazipassist@uakron.edu](mailto:uazipassist@uakron.edu) or (330) 972-7272

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