

## Off Campus Housing Renters Checklist

This Renters Checklist and process is dedicated to improving the fire and life safety in off campus housing not provided by a participating college or university.

This Renters Checklist and process is intended to be used by persons evaluating a potential residence for possible living accommodations. It may be used for establishing criteria to support a final decision and as a tool by the perspective renter to measure one property against another. Landlords may use this form to evaluate their property and demonstrate that it meets these basic needs. Housing services choosing to require that a landlord submit a Renters Checklist as part of their listing process will provide a copy to students seeking housing for comparison with a Renters Checklist completed by them when considering the rental property.

Address: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact number: \_\_\_\_\_

Owner's representative: \_\_\_\_\_ Contact number: \_\_\_\_\_

Repairs needed      Yes      No

If yes, repairs to be completed by the following date: \_\_\_\_\_

### Exterior of building and yards

**A**

**B**

- |   |                           |                          |
|---|---------------------------|--------------------------|
| Building exterior appears to be clean and well maintained                 | <input type="radio"/> yes | <input type="radio"/> no |
| All doors, stairs and fire escapes are unobstructed and in good condition | <input type="radio"/> yes | <input type="radio"/> no |
| Property around the building is clean and well maintained                 | <input type="radio"/> yes | <input type="radio"/> no |
| Porches are free of furniture designed for interior use                   | <input type="radio"/> yes | <input type="radio"/> no |
| Garbage containers with lids provided (totes if required)                 | <input type="radio"/> yes | <input type="radio"/> no |
| Fluids for snow blower, lawn equipment, etc. are not stored in building   | <input type="radio"/> yes | <input type="radio"/> no |

### Living room, common areas

- |  |                           |                          |
|--|---------------------------|--------------------------|
| All interior walls and ceilings are in good condition (no signs of leaks)                        | <input type="radio"/> yes | <input type="radio"/> no |
| Electric outlets on each wall, outlets have covers and are in good condition                     | <input type="radio"/> yes | <input type="radio"/> no |
| All wall electrical switches work easily and light fixtures work properly                        | <input type="radio"/> yes | <input type="radio"/> no |
| Hallways and common areas are illuminated  | <input type="radio"/> yes | <input type="radio"/> no |
| Smoke detectors in each hallway leading to bedrooms  | <input type="radio"/> yes | <input type="radio"/> no |
| Windows operate easily   | <input type="radio"/> yes | <input type="radio"/> no |
| All exit routes are clear, doors work freely   | <input type="radio"/> yes | <input type="radio"/> no |
| Exit doors free of locking devices that may interfere with exiting<br>(no keys required to exit) | <input type="radio"/> yes | <input type="radio"/> no |
| Carbon Monoxide detector present in apartment  | <input type="radio"/> yes | <input type="radio"/> no |

If you have checked any boxes in the "B" column you should not rent the apartment until the landlord has corrected the items of concern.

<b>Kitchen</b>	<b>A</b>	<b>B</b>
All interior walls, ceiling and floor are in good condition (no signs of leaks)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Electric outlets on each wall, outlets have covers and are in good condition	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Do appliances provided appear to be clean and in good working condition?	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Are the appliances electrical cords in good condition?	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Kitchen exhaust and kitchen surfaces are free of grease	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Hot and Cold water turns on and off without leaks	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Sink drains ok (not real slow, no leaks under sink)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Windows operate easily, exit route is clear, doors work freely	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>

### **Utilities & housekeeping**

All circuits marked on electrical panel <input type="radio"/> Breakers <input type="radio"/> Fuses	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Basement is not cluttered with combustible debris	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Oil/gas burners have an identified emergency shut off switch	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Laundry rooms (if provided) are neat, clean and free of lint	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
The basement is dry and free of standing water and mold	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
A 3 foot clearance is maintained around furnace, boiler and hot watertank	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Do all of the rooms have heat?	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>

### **Bathroom**

Interior walls, ceiling and floor are in good condition (no signs of leaks or mold)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Electric outlets have covers and are in good condition (GFCI preferred)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Hot and Cold water turns on and off without leaks at sink	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Hot and Cold water turns on and off without leaks at tub/shower	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Window, operates easily, or exhaust vent fan (exhausted to exterior)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Toilet flushes completely and does not leak	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Tub and Sink drains ok, (not real slow or plugged)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>

### **Bedroom #1 (not permitted in cellars or attics)**

Interior walls, ceiling and floor are in good condition (no signs of leaks)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Electric outlets on each wall, outlets have covers and are in good condition	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
All wall electrical switches work easily; Light fixtures work properly	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Smoke detector is present in bedroom and tests ok (press button to test)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Window (1 required) operates easily, glass not broken, screens provided	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>
Door works freely, latches and locks (no keys required to exit)	<input type="radio"/> yes	<input type="radio"/> no <input type="radio"/>

If you have checked any boxes in the “**B**” column you should not rent the apartment until the landlord has corrected the items of concern.

### **Bedroom #2 (not permitted in cellars or attics)**

**A**

**B**

- Interior walls, ceiling and floor are in good condition (no signs of leaks)  yes  no
- Electric outlets on each wall, outlets have covers and are in good condition  yes  no
- All wall electrical switches work easily; Light fixtures work properly  yes  no
- Smoke detector is present in bedroom and tests ok (press button to test)  yes  no
- Window (1 required) operates easily, glass not broken, screens provided  yes  no
- Door works freely, latches and locks (no keys required to exit)  yes  no

### **Bedroom #3 (not permitted in cellars or attics)**

- Interior walls, ceiling and floor are in good condition (no signs of leaks)  yes  no
- Electric outlets on each wall, outlets have covers and are in good condition  yes  no
- All wall electrical switches work easily; Light fixtures work properly  yes  no
- Smoke detector is present in bedroom and tests ok (press button to test)  yes  no
- Window (1 required) operates easily, glass not broken, screens provided  yes  no
- Door works freely, latches and locks (no keys required to exit)  yes  no

### **Bedroom #4 (not permitted in cellars or attics)**

- Interior walls, ceiling and floor are in good condition (no signs of leaks)  yes  no
- Electric outlets on each wall, outlets have covers and are in good condition  yes  no
- All wall electrical switches work easily; Light fixtures work properly  yes  no
- Smoke detector is present in bedroom and tests ok (press button to test)  yes  no
- Window (1 required) operates easily, glass not broken, screens provided  yes  no
- Door works freely, latches and locks (no keys required to exit)  yes  no

### **Bedroom #5 (not permitted in cellars or attics)**

- Interior walls, ceiling and floor are in good condition (no signs of leaks)  yes  no
- Electric outlets on each wall, outlets have covers and are in good condition  yes  no
- All wall electrical switches work easily; Light fixtures work properly  yes  no
- Smoke detector is present in bedroom and tests ok (press button to test)  yes  no
- Window (1 required) operates easily, glass not broken, screens provided  yes  no
- Door works freely, latches and locks (no keys required to exit)  yes  no

If you have checked any boxes in the “B” column you should not rent the apartment until the landlord has corrected the items of concern.

**Other item(s) noted during evaluation:**