# Brandeis

## **OFFICE OF GRADUATE AFFAIRS**

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## Apartment Hunting Checklist



#### **Money Matters**

- Within Budget
  - Security Deposit
  - Broker's Fee 0
- Additional Costs
  - 0 Utility Costs
    - **Furnishing Costs** 0

#### Location

- Okay distance from campus?
- Okay distance to transportation?
- Okay distance to groceries/restaurants?
- Okay floor of building?
- Okay neighborhood/neighbors? -
- Accessibility?
- Parking?

#### Management

- Contact
  - 0 Phone
  - E-mail 0
  - **On-call hours** 0
- Reviews
  - Websites
  - From former tenants 0
  - 0 From current tenants

### Property

- Security
  - Main entrance secure 0
  - Windows secure 0
  - 0 Doors secure
  - Acceptable lightning 0
  - Two Ways Out 0
- Living Conditions
  - Water 0
  - Heat 0
  - Ventilation 0
  - **Circuit Breakers** 0
  - Smoke Detectors 0
  - Pest Free
  - Garbage Collection Site
  - Clean and Sanitary
  - Other
    - Mailbox? 0
    - Storage space? 0
    - Laundry available? 0

#### Lease (Visit Our Guide)

- Subleasing
- Pets
- Smoking
- Guests

### General Tips and Guidelines

- Make sure to stay in budget and watch out for additional costs and fees
- Specify how utilities are billed (hot water, gas, electricity) and if they are included •
- Inspect building outside of unit including roof, walls, doors, windows, staircases, sidewalks, garbage, etc. •
- Review general statistics such as age of unit, traffic flow, crimes in area, etc. •
- Know process of how to report property issues and contact City of Waltham if needed •
- Water must heat to at least 120 F and have sufficient amount for entire building if common source
- Heating must be at least 68 F during days and 64 F during nights between September 15 to June 15 •
- Management is responsible for extermination of pests in buildings containing two or more units

- 0
  - 0