

## Apartment Search Checklist

Complex Name: \_\_\_\_\_

Address: \_\_\_\_\_ Office Hours: \_\_\_\_\_

City: \_\_\_\_\_ State: NY Zip: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Unit Size: \_\_\_\_\_

### The Application Process

#### 1. Visiting the Property

a. My appointment with Property Manager: Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. What is the Application Fee? \$ \_\_\_\_\_

#### c. Building Tour

What I liked or didn't like: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### d. Unit Tour

What I liked or didn't like: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. How much is the rent? \$ \_\_\_\_\_ What is the Security Deposit? \$ \_\_\_\_\_

f. How does the property choose tenants? \_\_\_\_\_

\_\_\_\_\_

Does the property accept housing subsidies?  Yes  No

Does the property accept third party payments such as those from representative payees?  Yes  No

How many wait lists do they have? \_\_\_\_\_

What wait lists do I qualify for? \_\_\_\_\_

\_\_\_\_\_

How long are the wait lists? Years: \_\_\_\_\_ Months: \_\_\_\_\_

g. What Utilities are Included?

Utility	Yes	No	Average Cost	Comments
Heat:				
Electric:				
Cable:				
Internet:				
Water/Sewer:				
Garbage:				
Other:				

h. What are some rules or restrictions I want to remember?

Utility	Yes	No	
Cats Allowed			
Dogs Allowed			
Age Restriction Age:			
Smoking			
Minimum Income \$			Maximum Income \$

Other rules I want to remember: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## 2. My Application

- a. I submitted my completed application on: Date: \_\_\_\_\_ Time: \_\_\_\_\_
- b. I have a complete copy of my application  Yes  No
- c. I am keeping all my information up to date (see *What Information Do I Need to Apply for Housing*)
- d. I have checked my place on the wait list on
- Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number: \_\_\_\_\_

3. Obtaining approval and moving in

- a. Income verification and review of documentation
- Date I was contacted by the Housing Provider: \_\_\_\_\_
- All updated information must be submitted by: \_\_\_\_\_
- Date Lease is signed: \_\_\_\_\_ Move In date: \_\_\_\_\_
- I have a copy of all the documents I signed:  Yes  No