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?

<table>
<thead>
<tr>
<th>Utility</th>
<th>Yes</th>
<th>No</th>
<th>Average Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water/Sewer:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Utility</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cats Allowed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dogs Allowed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age Restriction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Income $</td>
<td></td>
<td></td>
<td>Maximum Income $</td>
</tr>
</tbody>
</table>

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