

Off Campus Housing Office

Move-In Checklist Brochure

Welcome Section

Welcome to your new home! Use this checklist to ensure that everything is in order before you move in. If you have any concerns, discuss them with your landlord and make sure any agreements are documented.

Kitchen

- **Checklist:**
 - Are the appliances clean and working properly?
 - Good water pressure (hot & cold)?
 - Freezer large enough?
 - Adequate counter/shelf space?
 - The sink drains properly and does not leak?

Bathroom

- **Checklist:**
 - Good water pressure (hot & cold)?
 - Does the shower/tub/sink/toilet work properly?
 - Adequate ventilation (fan or window)?
 - The floor appears watertight?
 - Leaking pipes under the sink?
 - Sufficient electrical outlets?

Living Areas, Bedrooms

- **Checklist:**
 - Sufficient electrical outlets?
 - Carpeting/floors are clean?
 - Furnishings undamaged and clean?
 - Adequate closet space?
 - Walls solid, paint/wallpaper intact?

Wiring

- **Checklist:**
 - For each room, 2 separate outlets or 1 outlet and overhead light fixture?
 - Electric light fixtures in storage and hallways?
 - No temporary wiring/wiring passed under rugs/through doorways?
 - Internet access installed?

Heat

- **Checklist:**
 - Oil, gas, or electricity? _
 - Who pays for it and how much?

Fire Safety

- **Checklist:**
 - Smoke detectors (with working batteries) in every room/hallway?
 - Two exits per unit (no blocked exits)?
 - Adequate and accessible fire escape?

Transportation

- **Checklist:**
 - Driveway parking?
 - Garage?

Structural Maintenance

- **Checklist:**
 - Foundations: Water-tight, rodent-proof, in good repair?
 - Floors: Free of holes, cracks, or bulges?
 - Walls: In good repair?
 - Ceilings: In good repair (look for water stains to identify leaks)?
 - Doors and windows: Water-tight, no drafts?
 - Stairways: Stable with handrail?
 - Porch: Railing is over 3ft. from ground?

Concerns or Complaints

Discuss questions or concerns about an apartment's condition with the landlord before signing a lease. If repairs are needed, write agreement into lease, e.g., "Landlord will fix leaky sink before move-in date." Sign and date. After you move in complaints about unresponsive landlords should be made to the local Board of Health.

Offered by Off Campus Housing as a resource for Students moving into an apartment or house near Campus. Questions feel free to contact 508-688-2736

Residential Address: _____

Name of Landowner/property manager/Lessor _____

Tenant name/ Lessee _____

Owner Signature _____ Tenant Signature _____ Date _____

