

# OCC Housing Search Checklist



Make sure to get answers to all of these questions before you sign the lease for a property. For more information, contact the OCC (occ@binghamton.edu)

- What is the amount of the rent? How is it paid? Is this amount per month, per semester, etc.? Per person? On what date is the rent due? Late fees? Does the rent include any utilities? How long is the lease?
- Is an application fee, or security deposit required? If so, how much and under what circumstance is it held?
- Do you pay extra (and how much)? Any hidden fees? One-time charges? For example storage space, air conditioning, parking space, cable TV, use of laundry facilities, installation of special appliances, late payment of rent, etc.?
- Read and understand the lease, The Legal Clinic can review your lease for free
- When possible, insist on a “separate” (individual) rather than a “group” lease. Keep one signed copy of the lease for your own records.

## Features

Are the exterior doors of the living unit equipped with deadbolt locks? Security chains? Through-the-door viewers? How about Cameras?

## Building Area

Is it clean and well-lit? Are there adequate provisions for building security? Cameras, deadbolt locks, etc.?

- How do you dispose of trash? What day is trash picked up? Do we use Binghamton blue bags?
- How do you receive mail and packages?
- How far are the bus stops, banks, and grocery stores?

**Features**

Are the premises furnished? If so, what do those furnishings include? Are the furnishings clean and in good repair? Dishwasher, microwave, AC, cable, internet, handicap accessible? Is laundry in unit, on-premise, or not available? Additional amenities' fitness center, study rooms, etc.?

 **Maintenance Services**

Is there a building manager living on the premises? What are the hours during which routine maintenance services are performed? Are tenants adequately forewarned of routine maintenance services to be performed within their living units? How is emergency maintenance service handled? How do you put in a maintenance request? How long does it take? What happens if you get locked out? Lost keys?

 **Bathrooms**

Are plumbing fixtures in good working order and reasonably clean? Is the hot water supply adequate for the size of the unit?

**Kitchen**

Is the sink in good working order? Are the stove and refrigerator in good working order and reasonably clean?

**Wiring**

Are there enough electrical outlets? Do all the switches and outlets function properly? Are switches and electrical outlets properly covered?

**Heat**

Does the heating system appear to be y cemises furnished? If not, how do you get it fixed?

**Cable/Internet**

Are they already set up? All bedrooms?

 **Entrances and exits**

There should be at least two exits. Are stairwells adequately lit and structurally sound? Are fire exits provided? Are exit doors equipped with panic hardware?

 **Fire Safety**

Are fire alarms or heat/smoke detectors provided and in working order? Are fire extinguishers provided and in working order? Ask the landlord to show his inspection permit. CO2 detector on premises?

**Windows****Floors and ceilings****Hallways****Infestation****Lighting****Storage Space**

Is there adequate space for storage in room closets, and in kitchen and bathroom cabinets? Are there facilities in the building available to tenants for the purpose of long-term storage?