
Here are just a few but very important things to take a close look at:

- Check the **hot water**
- Check the **heat**. The landlord must provide adequate heating facilities. Unvented fuel-burning heaters are not permitted.
- Check the **light and ventilation**. All rooms must have natural light through windows or skylights. Hallways and stairs in the building must be lighted at all times.
- Check for signs of **insects, vermin and rodents**. Look for rodent trails and excrement. Rats and mice travel the same path day after day and leave a gray coloring along the floor and baseboards. Check in closets, cupboards, and behind appliances for cockroaches.
- Check the **wiring and electricity**. The landlord must provide safe and proper wiring. Every room you live in must have at least two outlets (or one outlet and one light fixture). Every bathroom must have at least one light fixture.
- Check for **fire safety**. The landlord must provide safe exits leading to a street or hallway. Storage rooms, garages, and basements must not contain combustible material.
- Check for **adequate trash and garbage receptacles**. Check the general cleanliness of the area. The landlord must keep those parts of the building which he controls in a clean, sanitary, and safe condition.
- Check the **plumbing**. All plumbing must be in good condition free from rust and leaks. Flush the toilet. Does it take too long to flush? Does it leak on the floor? Is the water discolored? Turn the faucets on all the way, and listen for vibrating or knocking sounds

in the pipes. See how long it takes for water to drain from the sink(s).

- Check the **bathroom**. The State Housing Law requires that every apartment and house have at least one working toilet, wash basin, and bathtub (or shower) in it. All bathroom facilities must be in a room that provides privacy to the occupant and which is ventilated.
- Check the **kitchen**. State Housing Law requires that every apartment and house have a kitchen. The kitchen must have a kitchen sink which cannot be made of wood or other absorbent material

The Landlord-Tenant Checklist

Another good self-protection device for both landlord and tenant involves taking an inventory of the condition of the premises at the time you move in, and then again when you move out. This means no more than making a brief written record of the condition of each room and having it signed by you and your landlord. Not only does the inventory give both of you an accurate record of the condition of the unit but the act of making it provides a framework for communication and resolution of potential disputes about security deposits when you move out.

If the landlord doesn't want to sign your list, get a few of the most responsible of your friends to take a look at it and write a simple dated note of what they saw. And, if possible, have a friend take photographs of all defects. After the photographs are developed, the person taking them should date and identify each photo. The pictures should go into your file with your other records.

Attached is a checklist that you can use. This was taken from the booklet: California Tenants – a guide to residential tenants' and landlords' rights and responsibilities.

LANDLORD-TENANT CHECKLIST – GENERAL CONDITION OF ROOMS

Street Address	Unit Number			City			Estimated Cost of Repair/Replacement
Condition on Arrival		Condition on Departure					
Living Room							
Floors & Floor Coverings							
Drapes and Window Coverings							
Walls & Ceiling							
Light Fixtures							
Windows, Screens & Doors							
Front Door & Locks							
Smoke Detector							
Fireplace							
Other							
Other							
Kitchen							
Floors & Floor Coverings							
Walls & Ceilings							
Light Fixtures							
Cabinets							
Counters							
Stove/Oven							
Refrigerator							
Dishwasher							
Garbage Disposal							
Sink & Plumbing							
Smoke Detector							
Other							
Other							
Dining Room							
Floors & Floor Covering							
Walls & Ceilings							
Light Fixtures							
Windows, Screens & Doors							
Smoke Detector							
Other							
Other							
Bathroom(s)		Bathroom 1	Bathroom 2	Bathroom 1	Bathroom 2		
Floors & Floor Coverings							
Walls & Ceilings							
Windows, Screens & Doors							
Light Fixtures							
Bathtub/Shower							
Sink & Counters							
Toilet							
Other							
Other							
Bedroom(s)		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 1	Bedroom 2	Bedroom 3
Floors & Floor Coverings							
Windows, Screens & Doors							
Walls & Ceilings							
Light Fixtures							
Smoke Detectors							
Other							
Other							
Other Areas							
Furnace/Heater							
Air Conditioning							
Lawn/Ground Covering							
Garden							
Patio, Terrace, Deck, etc.							
Other							
Other							

Tenants acknowledge that all smoke detectors were tested in their presence and found to be in working order, and that the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to report any problems to Landlord/Manager in writing. Tenants agree to replace all smoke detector batteries as necessary.

LANDLORD-TENANT CHECKLIST – FURNISHINGS

	Condition on Arrival			Condition on Departure			Estimated Cost of Repair/Replacement
Living Room							
Coffee Table							
End Tables							
Lamps							
Chairs							
Sofa							
Other							
Other							
Kitchen							
Broiler Pan							
Ice Trays							
Other							
Other							
Dining Area							
Chairs							
Stools							
Table							
Other							
Other							
Bathroom(s)	Bath 1		Bath 2	Bath 1		Bath 2	
Dresser Tables							
Mirrors							
Shower Curtain							
Hamper							
Other							
Other							
Bedroom(s)	Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 1	Bedroom 2	Bedroom 3	
Bed (single)							
Bed (double)							
Chairs							
Chests							
Dressing Tables							
Lamps							
Mirrors							
Night Tables							
Other							
Other							
Other Areas							
Bookcases							
Desks							
Pictures							
Other							
Other							

Use this space to provide any additional explanation: _____

Landlord- Tenant Checklist completed on moving in on _____, _____, and approved by:
 _____ and _____
 Landlord/Manager Tenant

 Tenant

 Tenant

Landlord-Tenant Checklist completed on moving out on _____, _____, and approved by:
 _____ and _____
 Landlord/Manager Tenant

 Tenant

 Tenant