

JOHNS HOPKINS

Apartment Checklist

This resource was created by the Johns Hopkins Housing Office. For more information, please contact Robin Lenzo, the Housing Director via email

jhmihousingoffice@jhmi.edu

It is in your best interest to request a walk through your new apartment/property rental with your landlord within 15 days of your move-in date to document any pre-existing damages. This is also your right under Maryland Housing Law. Always keep a copy of this checklist with your lease and give a copy to your landlord for their records. You should use this form or a similar form to conduct your walk through with your landlord.

Maryland Code, Real Property, Section 89-203

(d) List of Existing Damages – either the lease or the receipt must contain language informing the tenant of is right to receive from the landlord a written list of all existing damage(s) to the leased premises if the tenant so requests in writing within the first 15 days of occupancy.

If requested, the landlord must provide the list of damage(s). If he does not, he is liable to the tenant for three times the amount of the security deposit. This liability of the landlord may be reduced by any damages or unpaid rent which he is entitled to under this (Security Deposit) section.

Now that you have found an apartment/property rental that interests you, a thorough inspection of the property is recommended. This should be done with the landlord/property manager present. A written copy of this form and any other documentation describing the condition of the property should be mailed to the landlord/property manager within 15 days of taking occupancy of the apartment/rental property. Please make sure to keep a copy for your records and take photographs, if necessary, of the damage.

Companies and owners are responsible for reporting their information fairly and accurately. The Johns Hopkins University does not endorse any of the companies and owners listed above or any other company, products or services by virtue of making this service accessible to the JHU community. Please contact the Housing Office if you have any additional questions, 410-955-3905 or jhmihousingoffice@jhmi.edu.

LIVING ROOM

OBJECT	PRESENT	NOT PRESENT	CONDITION
Windows			
Screens/blinds			
Door(s)			
Walls			
Ceiling			
Floors/Carpeting/Hardwood			
Lighting			
Furniture			
Electrical switches and outlets			

Overall condition and additional remarks:

DINING AREA

OBJECT	PRESENT	NOT PRESENT	CONDITION
Windows			
Screens/blinds			
Door(s)			
Walls			
Ceiling			
Floors/Carpeting/Hardwood			
Lighting			
Furniture			
Electrical switches and outlets			

Overall condition and additional remarks:

KITCHEN

OBJECT	PRESENT	NOT PRESENT	CONDITION
Stove/Oven			
Sink/plumbing			
Refrigerator			
Cabinets			
Dishwasher			
Floors/Tile/Hardwood			
Lighting			
Walls			
Ceilings			
Windows			
Counters			
Electrical switches and outlets			

Overall condition and additional remarks:

BATHROOM

OBJECT	PRESENT	NOT PRESENT	CONDITION
Shower/bathtub			
Sink/plumbing			
Shower rod			
Toilet			
Toilet paper holder			
Medicine cabinet			
Mirror			
Lighting			
Towel rack			
Floors/Tile/Hardwood			
Door			
Lock			
Walls			
Ceiling			
Electrical switches and outlets			

Overall condition and additional remarks:

BEDROOM

OBJECT	PRESENT	NOT PRESENT	CONDITION
Windows			
Screens/blinds			
Door(s)			
Walls			
Ceiling			
Floors/Carpeting/Hardwood			
Lighting			
Furniture			
Closets			
Lock			
Electrical switches and outlets			

Overall condition and additional remarks:

SAFETY & SECURITY

OBJECT	PRESENT	NOT PRESENT	CONDITION
Deadbolts on all exterior doors			
Alarm system			
Smoke detector			
Carbon Monoxide detector			
Lead paint			
Security bars on the windows that can be accessed outside or on the fire escape			
Locks on inside doors			
Glass block windows on basement windows			
Adequate lighting in the front and behind the house			
Adequate lighting on the street			
Doors			

Overall condition and additional remarks:

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OTHER ITEMS TO CONSIDER

OBJECT	PRESENT	NOT PRESENT	CONDITION
HVAC – heating and air conditioning			
Thermostat			
Mailbox			
Trash Disposal			
Pests/rodents			
Fencing/gates			
Balcony/Terrace/Patio			
Sidewalk in the front of house			
Sidewalk in the back of house			
Yard maintenance			
Steps going in and out of house			
Other/			
Other/			
Other/			
Other/			
Other/			
Other/			

Overall condition and additional remarks:

I certify that all the information is true to the best of my knowledge.

I have included photos of any major damage (if possible). ____ (initials)

Tenant (print and sign)

Date

Tenant (print and sign)

Date

Tenant (print and sign)

Date

Landlord (print and sign)

Date

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