



Contact the Community Housing Liaison
585.445.5699
info@monroehousingcollaborative.org
www.monroehousingcollaborative.org

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?

Utility	Yes	No	Average Cost	Comments
Heat:				
Electric:				
Cable:				
Internet:				
Water/Sewer:				
Garbage:				
Other:				

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

Utility	Yes	No	Comments
Cats Allowed			
Dogs Allowed			
Age Restriction Age:			
Smoking			
Minimum Income \$			Maximum Income \$

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