

PEORIA HOUSING AUTHORITY
SECTION 8 PROGRAM

HOUSING LOCATION WORKSHEET

Section A

Questions to ask initially:

1. How much is the rent? _____
2. How much is the deposit? _____
3. Are utilities included in the rent? _____
Which utilities are included? _____
Which utility payments are not included? _____
What is the average cost of utilities? _____
4. Who is the Landlord? _____
5. What appliances are furnished with the unit? _____

Section B

Some items to examine when viewing the unit. **Be sure to see the exact unit you will rent!!**

- Enough electrical outlets in each room?
- Does the door have a deadbolt lock?
- Do all the windows open and lock properly?
- Does air leak through the doors or windows?
- Is there evidence of roaches?
- Do you see any brown water spots on floors or ceiling that could be a water leak?
- Are hallways and entrances well lit?
- Is furniture in good condition?
- Are utilities individually metered?
- Is there any exposed wiring?
- Do the burners on the oven work?
- Does the refrigerator work properly?
- Does the toilet work properly? (Try flushing it)
- Does hot water come out of hot water taps? (Check)
- Is there a smoke alarm? (Test it)
- Is heating sufficient?
- Does the walls need painting?
- Does carpet need to be cleaned?

Try to talk with a few current tenants in the building to see if they have any complaints about the Landlord.

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Before you sign a lease:

1. It is a good idea to put money down to hold a place. Chances are good that you'll lose all of your money if you change your mind or can't agree with the Landlord on terms. Please be advised, that if you decide to pay to secure a unit, it is at your own risk.
2. It is a good idea to bring a copy of the lease to the Peoria Housing Authority for review.
3. Be sure to have the name, street address, (not a post office box) and telephone number of the Landlord. Inability to reach one's Landlord can be a problem.

Some important matters to include in the lease before you sign:

1. The exact parking space number you will be assigned if you expect parking.
2. A clear statement exactly what furniture, and or appliances will be furnished by the Landlord.
3. All promises for decorating, painting, cleaning, etc., should be put in writing. Landlords do not have to do any of these things unless you contract for them. Include a specific completion date for all work promised.
4. All promises of any kind, oral promises cannot be proven and are not binding. This includes:
 - _____ If pets are allowed
 - _____ Specific repairs to be done
 - _____ Pest Control, snow removal, lawn care, or other services provided by the Landlord.
5. A clear statement addressing which utilities you pay for and which utilities that the Landlord is responsible for.
6. Terms and conditions for deposit return after the lease is up. This is essential with properties with less than 10 apartments; the law does not specifically address period of time for refund of deposit at these properties.
7. A full description of the exact property you are renting (apt #, garage included, etc).