



PRE-LEASE WORKSHEET

The following information will help us determine if a specific rental unit will be affordable for

you. Tenant name _____ Tenant phone _____

Owner/Manager _____ Owner/Manager phone _____ Rental

unit address _____

Type of unit: Apartment Duplex/Triplex Single family detached

No. of bedrooms in unit _____ Year constructed _____ Rent \$ _____

Please check the information below regarding **fuel source and if owner or tenant paid:**

Heating fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Cooking fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Water heating fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Air conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Water			<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Garbage			<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid
Sewer			<input type="checkbox"/> Owner paid	<input type="checkbox"/> Tenant paid

Please check the information below regarding if owner or tenant provided:

Stove	<input type="checkbox"/> Owner provided	<input type="checkbox"/> Tenant provided
Refrigerator	<input type="checkbox"/> Owner provided	<input type="checkbox"/> Tenant provided

Please check amenities that apply:

- Balcony, patio, deck, porch
- Business Center
- Central Heat & Air
- Dishwasher
- Fitness Center
- Garage or Parking Facilities
- Garbage Disposal
- Good Maintenance of Building Exterior
- Good Upkeep of Grounds
- Laundry Facility
- Play Area or Private Yard
- Swimming Pool or Spa
- Washer & Dryer Hook up
- Washer & Dryer Provided by Owner
- Working fireplace

Please only submit one pre-lease worksheet for review at a time. Multiple unit submissions will not be reviewed and will be voided.