

Landlord Contact Chart

Initial Telephone and Email Contacts	Apartment 1	Apartment 2	Apartment 3
Did you fill out an assessment of the apartment/unit?			
Did you fill out an application? If yes, when will the landlord be contacting you with a decision?			
Did your application get approved? If yes is there any additional steps needed (e.g., lease signing)? Do you have a move-in date?			
Name and Contact Information for Landlord (Phone and/or Email)			
Apartment/Unit address			
Date and time of appointment			
Key Features of the Apartment/Unit: Rent and utility costs, size and/or number of rooms, etc.			

