



Keeping Track of Your Unit Inquiries

Remember to have pen and paper ready, and to call from a quiet place so you can hear the landlord and so he or she can hear you without a lot of noise in the background. You can use the tables below to help you track your calls and visits to see units.

For additional information, be sure to see the tip sheet - A Guide for Talking with Landlords (in person and on the telephone)

Landlord Contacts

Initial Telephone and Email Contacts	Apartment 1	Apartment 2	Apartment 3	Apartment 4	Apartment 5
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.					



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If you attended a viewing/tour to see the rental unit

Initial Telephone and Email Contacts	Apartment 1	Apartment 2	Apartment 3	Apartment 4	Apartment 5
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, have you accepted the unit and are there any additional steps needed (e.g., lease signing)? Do you have a move-in date? If no, what was the reason provided?					