

# calling about a rental

## CHECKLIST

### Telephone Script:

"Hello, my name is \_\_\_\_\_. I'm looking for a (1,2,3 etc.) bedroom unit for (date needed). I would like to ask you a couple of questions if that's OK."

*TIP: If possible, call from a quiet place so you can hear clearly and focus easily.*

### 1. Ask These Questions:

- ☐ What is the address?
- ☐ How much is rent per month?
- ☐ Is there an application fee?
- ☐ What is the security deposit?
- ☐ Are there income requirements?
- ☐ What utilities do I pay?
- ☐ When is the unit available?
- ☐ Will you accept 3<sup>rd</sup> party payments for security deposit and first month's rent?

### 2. Ask These Questions (if they apply to you):

Sometimes landlords may ask for more information about credit, rental, or legal history. Be honest, highlight the positive changes you've made, and explain what steps you are taking to move forward.

- ☐ Do you accept Section 8 or rental assistance?
- ☐ Can you work with someone rebuilding credit?
- ☐ Can you work with someone who has an eviction?
- ☐ Can you work with someone with a background but trying to move forward?
- ☐ Are pets allowed?

### 3. Write Down Follow-Up Info:

Name of person I spoke with: \_\_\_\_\_

Best number to call back: \_\_\_\_\_

Date/time of showing (if scheduled): \_\_\_\_\_