**Calling a Landlord About a Rental**

Be sure to call during appropriate hours (9am-5pm) unless otherwise stated. Make sure you are in a quiet location where you can clearly hear each other without interruptions.

Voicemail

If you reach their voicemail SLOWLY state your full name, the reason for your call (interest in their rental), your phone number, and the best time to return your call.

Landlord picks up

“Hi, my name is \_\_\_\_. I’m calling about the \_\_\_\_ (1 bedroom) unit at \_\_\_\_ (address of unit). Is this unit still available?”

Questions

“Can you verify the rental amount and security deposit?”

“When is the unit available for move-in?”

“Do you accept co-signors?” “What are your requirements for co-signors”

“What is your application process?”

“Is there a lease?” If so, what is the length? Does it renew once the timeframe is up or does it convert to month-to-month?

“It the unit upstairs or downstairs?”

“Do you accept tenants who agree to smoke outside only?”

“Do you accept pets?”

**“Can I set up an appointment to view the unit?”**

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| **Unit #1** |
| Address |  |
| Landlord name and contact information |  |
| Rental amount |  |
| Date and time you called |  |
| Did you speak with them or leave a voicemail? |  |
| Date and time of showing |  |
| Notes: |  |
| **Unit #2** |
| Address |  |
| Landlord name and contact information |  |
| Rental amount |  |
| Date and time you called |  |
| Did you speak with them or leave a voicemail? |  |
| Date and time of showing |  |
| Notes: |  |
| **Unit #3** |
| Address |  |
| Landlord name and contact information |  |
| Rental amount |  |
| Date and time you called |  |
| Did you speak with them or leave a voicemail? |  |
| Date and time of showing |  |
| Notes: |  |
| **Unit #4** |
| Address |  |
| Landlord name and contact info |  |
| Rental amount |  |
| Date and time you called |  |
| Did you speak with them or leave a voicemail? |  |
| Date and time of showing |  |
| Notes: |  |
| **Unit #5** |
| Address |  |
| Landlord name and contact info |  |
| Rental amount |  |
| Date and time you called |  |
| Did you speak with them or leave a voicemail? |  |
| Date and time of showing |  |
| Notes: |  |