

# SEARCH CHECKLIST

**We get it, finding housing can be overwhelming.**

But that's why we are here!

Use this checklist to help guide your search process now that you know what you are looking for. Start at the top and go step-by-step to find your next off-campus home.



For more checklists, tips, and resources, check out our website or reach out to Off-Campus Student Services (OCSS) directly.

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 UTC Off-Campus Student Services



[utc.edu/ocss](http://utc.edu/ocss)



## Pre-Search Plan

Use your list of essential items/conditions to create a viable list of properties.



## Narrow List to Five

Use your "wish list" to help filter this list down to 5-7 properties.



## Call for Availability

Call each property to confirm availability and to schedule an in-person tour...you really want to see the actual place you might rent.



## Tour the Property

Ask to tour the actual unit you are eligible for.



## Ask Questions

Don't be shy... ask any and every question you have. If you thought of it, it's important.



## Test Everything

Try out the smoke detectors, run the faucets, open all doors and windows and test all locks.



## Take Notes

Don't hesitate to take notes so you can review what you learn. And it will help handle pre-move-in repairs.



## Send follow-up

Send a follow-up email to confirm your continued interest and ask any extra questions. Or to simply thank them for their time.



## Request a Lease

Now that you've had all your questions answered and you've decided on a place to live, request a lease and complete all paperwork necessary to move in.



THE UNIVERSITY OF TENNESSEE  
**CHATTANOOGA**  
Off-Campus Student Services



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