

House Viewing Checklist and Important Notes

Dear Students,

Before viewing a rental property, please pay attention to the following safety precautions:

1. Do not visit a rental property alone. Go with a friend or inform your family or friends of your whereabouts and maintain contact by phone.
2. Keep the entrance door open during the viewing whenever possible for safety reasons.
3. Arrange to meet the landlord at a nearby landmark before proceeding to the property together.
4. Record both parties' names and contact numbers for emergency purposes.
5. Avoid making any advance payments before confirming the landlord's identity.
6. Inspect the property in person and verify the lessor's information before signing any agreement.
7. Verify the landlord's identity by requesting to see the Property Ownership Certificate or House Tax Statement and ensure it matches the landlord's identification. If necessary, property registration information may be verified through the local Land Administration Office.

Contact Information	
Viewing Information	Date: ____ / ____ / ____ Time: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening ____ : ____
To better understand the neighborhood environment during different times of the day, it is recommended to visit the property at different times if possible.	
Person Showing the Property Name	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. </div> <div style="width: 45%;"> Relationship to Property <input type="checkbox"/> Property Owner <input type="checkbox"/> Family Member of Owner <input type="checkbox"/> Sublessor <input type="checkbox"/> Other: _____ </div> </div>
Contact Number	Mobile <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> - <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> Home/Office <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> - <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 40px; border: none; border-bottom: 1px solid black;" type="text"/>
Property Address	
Rental Fees	

Rent	Monthly Rent: NT\$ _____ or Six-Month Rent: NT\$ _____	Additional Charges	<ul style="list-style-type: none"> ● Water Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Charged Separately. Rate: <input type="checkbox"/> NT\$ _____ per month <input type="checkbox"/> Metered at NT\$ _____ per unit. ● Electricity Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Charged Separately. Rate: <input type="checkbox"/> NT\$ _____ per month <input type="checkbox"/> Metered at NT\$ _____ per unit. ● Gas Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Charged Separately. Rate: <input type="checkbox"/> NT\$ _____ per month <input type="checkbox"/> Metered at NT\$ _____ per unit. ● Management / Cleaning Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Charged Separately. NT\$ _____ per month.
Rental Security Deposit	NT\$ _____		<ul style="list-style-type: none"> ● Internet Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Tenant Applies Independently <input type="checkbox"/> Charged Separately, NT\$ _____ per month. ● Cable TV Fee: <input type="checkbox"/> Included in Rent <input type="checkbox"/> Tenant Applies Independently <input type="checkbox"/> Charged Separately, NT\$ _____ per month.

Neighborhood Environment

Are there nearby:

- Dry cleaners?
- Restaurants?
- Convenience stores?
- Bus stops?

Convenient Not Convenient

Noise Level

Are there nearby:

- Markets
- Schools
- Night markets
- Main roads

Noisy Quiet

Building Safety

- Does the main entrance remain closed after entry? Yes No
- Are hallways and stairways free from obstructions? Yes No
- Is lighting in hallways and stairways adequate? Yes No
- Are there surveillance cameras nearby? Yes No
- Is there a fire extinguisher available? Yes No
- Is there a smoke detector installed? Yes No
- If there is a kitchen, is a carbon monoxide detector installed? Yes No
- If a gas water heater is used, is it installed in a well-ventilated area and equipped with a forced-exhaust system? Yes No
- Other Notes:

Interior Environment			
Room Layout	<input type="checkbox"/> Bedroom(s) <input type="checkbox"/> Living Room(s) <input type="checkbox"/> Bathroom(s) Kitchen: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Area: _____ ping Room Area(s): _____ ping / _____ ping / _____ ping ※One ping is approximately equal to the size of one double bed or two tatami mats.※	
	Windows	Number of Windows: _____ Window Direction: <input type="checkbox"/> East-facing <input type="checkbox"/> West-facing ※East-facing rooms receive strong morning sunlight, while west-facing rooms may become hotter in the afternoon.※	Ventilation <input type="checkbox"/> Good <input type="checkbox"/> Poor
Furniture and Equipment		<input type="checkbox"/> Wardrobe <input type="checkbox"/> Computer Desk <input type="checkbox"/> Study Desk <input type="checkbox"/> Chair <input type="checkbox"/> Single/Double Bed <input type="checkbox"/> Bookshelf <input type="checkbox"/> Shoe Cabinet <input type="checkbox"/> Sofa Chair <input type="checkbox"/> Water Heater <input type="checkbox"/> Washing Machine <input type="checkbox"/> Spin Dryer <input type="checkbox"/> Microwave Oven <input type="checkbox"/> Oven <input type="checkbox"/> Refrigerator <input type="checkbox"/> Television <input type="checkbox"/> Telephone <input type="checkbox"/> Water Dispenser <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Electrical Outlets (Quantity: _____) <input type="checkbox"/> Gas Stove (LPG / Natural Gas) <input type="checkbox"/> Induction Cooker <input type="checkbox"/> Water Heater (Electric / Gas) <input type="checkbox"/> ADSL / Broadband / Fiber Internet <input type="checkbox"/> Cable TV <input type="checkbox"/> DVD Player <input type="checkbox"/> Faucet <input type="checkbox"/> Flush Toilet <input type="checkbox"/> Lighting Equipment <input type="checkbox"/> Balcony <input type="checkbox"/> Parking Space (Motorcycle / Car) <input type="checkbox"/> Intercom <input type="checkbox"/> Other: _____	
	※※Please test all equipment on-site to ensure it functions properly.※※		
	Safety Facilities	<input type="checkbox"/> Emergency Lighting <input type="checkbox"/> Fire Extinguisher (Check Expiration Date) <input type="checkbox"/> Emergency Exit Opening on Window Grilles <input type="checkbox"/> Smoke Detector <input type="checkbox"/> Escape Ladder <input type="checkbox"/> Emergency Exit Door <input type="checkbox"/> Accessible Fire Lane <input type="checkbox"/> No Structural Cracks or Deformation in Beams/Columns <input type="checkbox"/> Access Control Card System <input type="checkbox"/> Building Security Personnel.	
Important Notes			
Important Questions to Confirm with the Landlord	1) Rent payment method: <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cash		
	2) Can rent payments be used to apply for the Ministry of the Interior's Rental Subsidy Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	3) Are pets allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	4) Is smoking permitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	5) May I replace or install an additional door lock? <input type="checkbox"/> Yes <input type="checkbox"/> No	※Any modifications must be restored to their original condition when moving out.※	
	6) Is cooking allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	7) Are overnight guests allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	8) May nails be driven into the walls? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	9) If management fees or other public charges are required, are there any outstanding unpaid fees? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	10) If the community has residential regulations, please request a copy from the landlord to understand your rights and obligations.		
	11) During the lease period, if equipment is damaged, water leakage occurs, or other repairs are needed, who is responsible for repairs and related costs?		
	12) If there are shared utility charges (such as common-area electricity, water, or other public expenses), how are they calculated and divided?		
	13) Can the lease be terminated early? <input type="checkbox"/> Yes <input type="checkbox"/> No ; If yes, how is the penalty for early termination calculated?		
	14) When the lease expires or is terminated early, what are the conditions and timeline for the return of the security deposit?		
If You Have Roommates	1) Learn about your roommates' number, gender, age, occupation, and daily schedules to avoid future conflicts.		

	2) Observe the condition of shared spaces to assess whether roommates demonstrate good public etiquette and cleanliness.
	3) Clarify how shared household duties (such as cleaning and garbage disposal) will be divided.
	4) Confirm how water, electricity, gas, internet, and other shared expenses will be allocated.
	5) Understand the rules regarding visitors and overnight guests to avoid affecting the quality of shared living.
	6) Confirm the usage rules for common areas and shared facilities (such as refrigerators, washing machines, and kitchens).
	7) Be aware of whether roommates smoke, keep pets, gamble/mahjong, host late-night gatherings, or engage in other activities that may disturb the living environment.
	8) If the lease is jointly signed, clarify in advance how rent, deposits, and liability for contract violations will be shared.

Deposit Payment Reminder

When paying a deposit, always request a receipt that includes:

- Deposit amount
- Names of both payer and recipient
- Identification numbers
- Deposit reservation period
- Compensation terms for breach of agreement

This helps prevent disputes and protects both parties.

Documents to Verify Before Signing a Lease

Signing with the Property Owner

Please verify:

- Property Ownership Certificate or House Tax Statement
- Owner's Identification Card

Signing with the Owner's Authorized Representative

Please verify:

- Property Ownership Certificate or House Tax Statement
- Written Authorization Letter

Signing with the Owner's Family Member

Please verify:

- Property Ownership Certificate or House Tax Statement
- Identification documents showing the family relationship, or
- Household Registration Transcrip