

Keeping Track of Landlord Contacts

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 table below to help you track your calls and visits to see units.

Landlord Contacts

Telephone and Email Contacts	Apartment 1	Apartment 2	Apartment 3	Apartment 4
Name and contact info for the landlord (phone and/email)				
Apartment/Unit Address				
Key features for the apartment/ Unit: Rent and utility costs, size and number of rooms, etc.				
Did you fill out and application? If yes, when will the landlord be contacting you with a decision?				
Date and time of viewing				
Notes:				