Landlord Unit-Readiness Checklist

Get your apartment ready to show, rent, and stay compliant.

Condition

- [ ] Deep clean; fresh paint where needed.
- [ ] Heat, hot water, plumbing, and electrical working; no leaks.
- [ ] All appliances working; windows open, close, and lock.
- [ ] Pest-free; address any mold or water damage.
- [ ] Smoke and carbon monoxide detectors installed and tested.
- [ ] Door locks working; new keys cut for the incoming tenant.

Compliance (NYC)

- [ ] Building registered with HPD if required (buildings with 3+ units, and 1-2 family homes where neither the owner nor family lives there).
- [ ] No open HPD or DOB violations for the unit; check building violations online.
- [ ] Lead-based paint disclosure and EPA pamphlet (buildings built before 1978).
- [ ] Window guard notice (buildings with 3+ units) and bedbug history disclosure with the lease.
- [ ] If rent stabilized: correct legal rent, DHCR registration, and the stabilization lease rider.

Compliance (Westchester)

- [ ] Check local rental permit or registration rules with your city, town, or village.
- [ ] If the building is covered by rent stabilization (ETPA), follow the county board's guidelines.

Money and paperwork

- [ ] Security deposit: one month's rent maximum; buildings with 6+ units must hold it in an interest-bearing account.
- [ ] Application fee: $20 maximum for background and credit checks.
- [ ] Lease ready (your attorney's form or a standard form), with any required riders.
- [ ] Our leasing fee agreed in writing. Under the NYC FARE Act, the party who hires the broker pays.

Ready to list

- [ ] Photos taken in good light.
- [ ] Rent set using comparable units (ask for our free rental estimate).
- [ ] Showing access arranged (keys, lockbox, building notice).

General information, not legal, tax, or financial advice. Rules and fees change; confirm details with your attorney or the relevant agency. Updated September 2026.