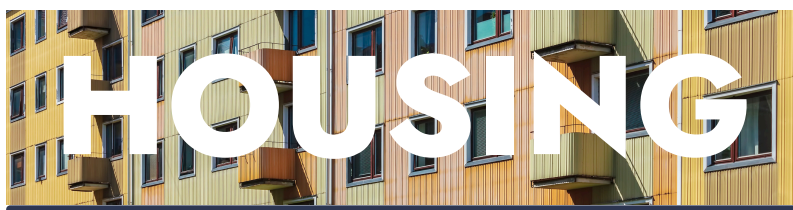


A GUIDE TO FINDING



IN KANSAS

FOR TRANSITIONAL AGED YOUTH AND YOUNG ADULTS (AGES 16-24)

- Step by step guidance on how to start your housing search
- Learn skills and strategies to maintain a successful housing situation
- Tools to keep yourself organized and motivated
- Resources for advice/assistance along the way

created by: Alicia Flint, TAY training specialist

coordinated by:



Kansas Statewide
Homeless Coalition

funded by:



HOW CAN THIS GUIDEBOOK

CONTENTS

HELP YOU ?



Congrats on making the jump to finding your own place! This guidebook is meant to be just that, a guide, to help you have a successful housing experience. Useful **TIPS** will be listed throughout the guide, so keep an eye out. Follow the steps below and utilize the **TOOL BOX** section to get the best results!

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6 STEPS TO A SUCCESSFUL HOUSING EXPERIENCE:

- I. FINANCES PRIOR TO SEARCHING.....(P.1)
- II. SEARCHING FOR HOUSING.....(P.2)
- III. APPLYING FOR AND SECURING HOUSING.....(P.4)
- VI. TRANSITIONING TO YOUR NEW HOME.....(P.5)
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- IV. **TOOL BOX**.....(P.14)



USE YOUR SMART DEVICE TO SCAN QR CODES YOU
FIND THROUGHOUT THE HOUSING GUIDE

HOW MUCH

RENT

C A N Y O U
A F F O R D ?

FINANCES PRIOR TO SEARCHING



STEP 1

The first step of the housing process is to look at your finances and determine how much you can afford to spend each month on rent. To do this you will need to fill out a **BUDGET SHEET**. A budget sheet is a **TOOL** that can be used at the beginning of each month to get an idea of how much you are spending and what you are spending your money on. Record the following steps on the **BUDGET SHEET** listed in the **TOOL BOX** section of this guidebook.



1A. CALCULATE INCOME

ex. Any income from a job (record net income, not gross), any financial assistance if you are taking college courses, or child support paid to you

TIP: If you receive financial aid as a one time payment each semester, remember that you will need to divide that amount by the number of months in the semester for budgeting purposes

1B. CALCULATE NON-HOUSING EXPENSES

ex. Expenses other than rent and utility costs such as food, transportation, laundry, cigarettes, clothing, entertainment, bath and body products, cell phone bill etc.

1C. CALCULATE ONE-TIME EXPENSES THAT MAY BE ASSOCIATED WITH MOVING

ex. Rental application fees (avg. \$50 per location), security deposit (avg. 1 to 2 month's rent), utility bills (avg. \$100 electric, \$60 gas, \$50 water), internet (estimated \$75), moving costs (varies, but find all the help you can get from friends/family to reduce expenses), furniture and household items (\$100-\$500, depending on what is needed)

WHERE TO Look FOR HOUSING



START SEARCHING FOR YOUR NEW HOME



STEP 2

There are many places online you can start looking for housing. You may also want to explore around your community to see what FOR RENT signs you can find. A **HOUSING SEARCH TOOL** is also located in the **TOOL BOX** section to keep track of and compare options. Below are some things you may want to keep in mind while searching.

- How many bedrooms will you need? Are you more interested in an apartment, a townhouse, or maybe a house?
- Are you going to have a room mate? (Having a room mate can decrease the monthly burden of rent to better fit your budget.)
- Can you afford it? Refer back to Step 1 of this guide. Is it within the budget?
- Is it within traveling distance to important destinations such as work, school, daycare, friends, family, grocery stores, etc.?

TIP: To ensure you don't spend over your means, try not to spend more than 1/3 of the total amount you earn, on rent.

- Do you have any pets? Does this rental allow pets and can you afford the pet rent or deposit in your monthly budget? Is there sufficient amount of space for the pet to run around?
- Does the unit have a washer/dryer, or will you need to do laundry at a laundromat? (If you will be using a laundromat, make sure you add those costs into your monthly budget as well.)
- Do you feel safe in the environment?

WEBSITES THAT MAY BE HELPFUL IN STARTING YOUR SEARCH:

- Craigslist.org
- ApartmentGuide.com
- Facebook Marketplace
- Zillow.com
- Apartments.com
- Truila.com
- Zumper.com

TIP: Ask your friends, family, or co-workers if they know of any available rentals in the area.



How to for, HOUSING



FILLING OUT AN APPLICATION

STEP 3 It's a good idea to fill out the **RENTAL APP CHEAT SHEET** located in the **TOOL BOX** section prior to filling out any applications. *Make sure you have saved up the required amount for an application fee (Avg. \$25-\$50) and the deposit (2 month's rent) prior to applying. If you feel you are unable to financially provide this, check out the **TOOL BOX** page for a QR code that takes you to the 211 website for financial assistance.

TIP: Keep the **RENTAL APP CHEAT SHEET** with you at all times in preparation for filling out applications on the spot. This could end up giving you an edge over someone that may need to take the application home to fill out and return.

TIPS FOR APPLYING:

- If you have to answer hard questions about bad credit, evictions, or criminal history, be prepared to explain but do not feel the need to go into great detail. Prepare answers to difficult questions prior to filling out applications.

TIP: Explain to the landlord what is different now compared to when those incidents took place and why you are confident similar incidents won't happen again.

- Landlords will more than likely run a background check so be as honest as possible with them and on your application. They want tenants who show honesty and integrity.
- Know what is on your credit and background checks so that you are prepared to speak about it if asked.

TIP: You can look up your own credit report for free at FreeCreditReport.com to prepare yourself. A QR Code is also listed in the **TOOL BOX**.

- If you do happen to have bad credit, evictions, or criminal history, be prepared with at least 3 letters of reference. Preferably past landlords but if you don't have any, past/present employers will work as well as social workers, teachers, or others who can speak to whether you would be a good tenant. Make sure to ask the reference prior to putting their name down. Personal references (friends/family) shouldn't be used unless requested.



A P P L Y I N G / S E C U R I N G C O N T .

MEETING THE LANDLORD:

When you meet the landlord in person, they will more than likely be judging your behavior and appearance as an extension of your ability to be a suitable tenant. It will be important to make a good impression to secure your housing.

TIP:

- Come prepared
- Arrive on time
- Dress casually but make sure you are clean and presentable
- Don't answer texts or calls during the meeting



SOME THINGS TO KEEP IN MIND WHILE LOOKING AT A POTENTIAL UNIT:

- Is there enough space? Is it clean and well maintained?
- Does the unit look safe?
- Is there evidence of pests or maintenance issues?
- Does the neighborhood seem safe? Is it well lit?
- Is it near transportation? Is there shopping nearby?

YOU'RE



It's time to **LEASE UP!**



THE
TRANSITION

TRANSITIONING INTO YOUR NEW HOME



SIGNING A LEASE: A lease is a legal agreement between a landlord and a tenant which gives the tenant the right to live in a rental property for a length of time. **DO NOT SIGN A LEASE WITHOUT READING IT.** If any payment agreements were verbally made with the landlord or the landlord has stated adjustments need to be made to the unit prior to move in, MAKE SURE THEY ARE LISTED IN THE LEASE and that you also receive a copy. This ensures that everyone, including the landlord, holds up their end of the agreement.



TIP: Read up on your rights as a Kansas Renter by checking out the Kansas Legal Service website. Scan the QR code on the right.



KANSAS LEGAL SERVICES

TRANSITIONING
TO YOUR NEW
HOME

MOVING IN:

- SETTING UP UTILITIES:
 - Check with your landlord to see which utilities, if any, need to be switched over to your name (water, electric, gas).
 - Contact your local utility companies to do this.
- CHANGING YOUR ADDRESS:



USPS

- Visit your local post office to get your mailing address changed to your new residence address.
- This can be done online as well by scanning the QR Code to the left

(This option will charge you \$1.10 for the credit card transaction.)

HOW TO MAINTAIN YOUR HOUSING



MAINTENANCE

STEP 5

There are many aspects that go into a successful housing situation. Below you will find all the necessary components to maintaining your home including, good tenant practices, advice on how to maintain a good relationship with your landlord, as well as how to protect yourself legally if you need to. If your landlord does not have one already, fill out the [RENTAL CONDITION CHECKLIST](#) found in the [TOOL BOX](#) section to document the condition of the unit prior to moving in. This will ensure that you are not made responsible for whatever damage was caused by the last tenant when it is time for you to move out.

WHAT YOU'LL NEED IN YOUR NEW PLACE:

If this is your first time living alone, there are more than likely a lot of things you will need to purchase for your new home to maintain it. Hopefully you have been putting money aside for this in your monthly budget from the first section of this guidebook. If you haven't, you may need to decide which items are a priority for you and buy those first. There is a [HOUSING NEEDS CHECKLIST](#) located in the [TOOL BOX](#) portion for reference of things you may need.

TIP: Purchasing used items from Facebook Marketplace, garage sales, or Thrift stores can help alleviate some of the financial burden and assist in diminishing waste from the environment as well!

THINGS TO KNOW:

- What day is trash collected?
- Who do I contact with repair concerns?
- How should rent be paid? (automatic withdrawal, check, cash, money order)

TIP: Make sure whatever way you make your rent payments, you are provided with a receipt for your records. Keep them all together in safe place, preferably a file box.

- Are there specific hours or rules for common areas?
- How do I access my mailbox? Where are packages delivered?
- Who do I contact if I am locked out and how do I get a duplicate key if mine is lost?



MAINTAINING

YOUR

HOUSING CONT.



SUCCESSFUL HOUSING PRACTICES:

1. MAINTAIN A GOOD RELATIONSHIP WITH THE LANDLORD

Relationships are built on trust and respect. The landlord/tenant relationship should be no different. You don't have to be best friends with your landlord but you should respect their wishes when it comes their property. The following practices will also ensure your relationship with your landlord is maintained.



2. PAY YOUR RENT ON TIME

If your landlord charges a late fee, which most do, you can get behind on rent very quickly. This can throw off your monthly budget, causing added stress and a possible loss of your housing.

TIP: Remember that the landlord is legally entitled to serve a "3-Day Notice to Pay or Quit." This is the 1st step of the eviction process after a tenant is late with their rent payment. Visit the [Kansas Legal Services Website](#) to get the best advice on what to do if you receive one of these. The website is listed in the **TOOL BOX** section in this guide.

3. PAY MONTHLY BILLS ON TIME

Utilities and other monthly bills or subscriptions will normally charge late fees when payments are not made. Unpaid bills can also show up on your credit report and affect your ability to qualify for items like cars, loans, and credit cards but it also affects one's ability to attain a rental in the future or get utilities turned on.

TIP: Set a reminder on your phone for a few days prior to when the bill or rent payment is due. A wall calendar is also a great visual reminder for some to remember all of the important due dates.

4. COMMUNICATION

A tenant needs to be able to communicate in a way that is respectful and understanding of time restraints when they have needs or requests for the landlord.





4. COMMUNICATION CONT.

Some things you may need to communicate with the landlord include:

- Interior maintenance issues
 - If something breaks, isn't working properly or if there are other issues such as mold, plumbing problems, or pests, communicate this with your landlord right away. You are quite capable of unclogging toilets or changing a light bulb but do not try to make any complicated repairs without discussing it with your landlord first.
- Changing the locks
 - The landlord is entitled to have a key to the unit in case they need to enter for an emergency or scheduled repairs.
- Common area maintenance
 - Light bulbs out, pests, broken intercom, etc.
- Neighbor issues
 - Try to resolve issues with neighbors directly if you feel comfortable. If the problem can't be resolved then inform the landlord. Do your best not to cause friction with neighbors. Some issues may include: noise complaints, visible trash, etc.
- Making changes to the unit
 - If you want to make changes such as painting the walls, make sure you consult with your landlord first. You don't want to miss out on getting your deposit back when you move out nor do you want to be evicted for violating the lease agreement.
- Problems making rent payments
 - If for some reason you are going to be late with the rent, let the landlord know. More than likely if you are honest about your situation and give them a date you are able to pay, they will be understanding.
- Residents in the unit change
 - Let your landlord know if someone will need to be added or taken off the lease to prevent a lease violation and grounds for eviction.



MAINTAINING

YOUR

HOUSING CONT.



5. FOLLOW THE RULES OF THE LEASE AGREEMENT

- Be mindful of the time of day and how close neighbors are to you. If you share a wall with a neighbor you should be even more mindful of your noise impact.

TIP: Introduce yourself to your neighbors and give them your contact information so they can communicate directly with you when they have an issue, limiting the possibility of neighbor and landlord trouble.

- Don't have too many visitors at a time or let your guests get out of hand with their behavior.
- Don't allow others to move in without first discussing with the landlord and adding them to the lease.
- Take the trash out regularly and do not leave food out that can attract pests such as cockroaches or mice.
- Keep unit clean and maintained. This includes making the landlord aware when there is a maintenance issue needing addressed.
 - If you have a pet, make sure it is in the lease agreement and that your pet is properly taken care of and cleaned up after.
 - Don't pile up trash/extra belongings outside of your unit that can attract pests.

HAVING TROUBLE WITH YOUR LANDLORD?

If you are experiencing any type of discrimination/abuse, your landlord is not responding to your requests, or you believe your landlord may be doing something illegal, visit the [Kansas Legal Services](#) website to find out how to proceed. Here you can read up on and watch videos on many different housing topics including evictions, legal proceedings, as well as moving out, and security deposits.



KANSAS LEGAL SERVICES

MAINTAINING
HOUSING
CONT.

HOW TO

**SUSTAIN**

YOUR

HOUSING

**STEP 6****KEEPING YOUR HOUSING**

Congrats! You are settled into your housing, and are maintaining it month to month. Now your ability to sustain your housing depends on a few key things including: your mental and physical health, purpose (work and/or school), and utilization of community resources.



TO SUSTAIN SOMETHING MEANS, "TO STRENGTHEN OR SUPPORT PHYSICALLY OR MENTALLY."-OXFORD LANGUAGES

HOW DOES MENTAL HEALTH AFFECT HOUSING?

You may or may not have associated your childhood with the word "traumatic," but trauma can also be generational as well as a factor of your current environment and doesn't always mean that you had an "abusive" childhood. Trauma can be caused from one serious life event or a consistent series of "less serious" events.

What we also know, is that trauma can literally change the structure and effectiveness of your brain, disrupting your well being and ability to function in daily life. If someone's well being is disrupted, their housing situation is more likely to be unstable as well.

SYMPTOMS INDICATING YOU MAY BENEFIT FROM SEEING A MENTAL HEALTH PROFESSIONAL:

(According to the APA (American Psychological Association))

- Sleep or appetite changes — Dramatic sleep and appetite changes or decline in personal care.
- Mood changes — Rapid or dramatic shifts in emotions or depressed feelings, greater irritability.
- Withdrawal — Recent social withdrawal and loss of interest in activities previously enjoyed.
- Drop in functioning — An unusual drop in functioning, at school, work or social activities, such as quitting sports, failing in school or difficulty performing familiar tasks.

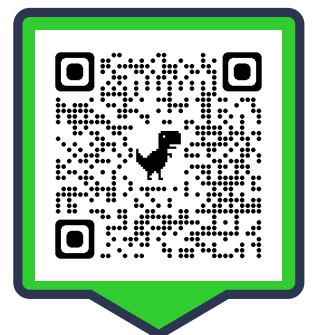
YOUR **SUSTAINING** HOUSING CONTROL.

HOW TO
SUSTAIN

- Sleep or appetite changes — Dramatic sleep and appetite changes or decline in personal care.
- Mood changes — Rapid or dramatic shifts in emotions or depressed feelings, greater irritability.
- Withdrawal — Recent social withdrawal and loss of interest in activities previously enjoyed.
- Drop in functioning — An unusual drop in functioning, at school, work or social activities, such as quitting sports, failing in school or difficulty performing familiar tasks.
- Problems thinking — Problems with concentration, memory or logical thought and speech that are hard to explain.
- Increased sensitivity — Heightened sensitivity to sights, sounds, smells or touch; avoidance of over-stimulating situations.
- Apathy — Loss of initiative or desire to participate in any activity.
- Feeling disconnected — A vague feeling of being disconnected from oneself or one's surroundings; a sense of unreality.
- Illogical thinking — Unusual or exaggerated beliefs about personal powers to understand meanings or influence events; illogical or "magical" thinking typical of childhood in an adult.
- Nervousness — Fear or suspiciousness of others or a strong nervous feeling.
- Unusual behavior — Odd, uncharacteristic, peculiar behavior.
- Changes in school or work — Increased absenteeism, worsening performance, difficulties in relationships with peers and co-workers.
- Drug or Alcohol Abuse

TIP: Fill out the **MY SAFETY PLAN** form and keep it in a safe place for quick reference when feeling mentally unwell. You can find it in the **TOOL BOX** section for quick reference.

If you have experienced some kind of trauma recently or need assistance with managing symptoms, you can find a list of your local Mental Health providers by dialing "211" or scanning the QR code here.



211 KANSAS



SUSTAINING

HOUSING CONTROL.

WHAT YOU CAN CONTROL

Everyone experiences stress in different ways and to different degrees. Maintaining your own housing is most definitely an added stress. So, keeping up with your mental and physical health is essential to sustaining your housing.

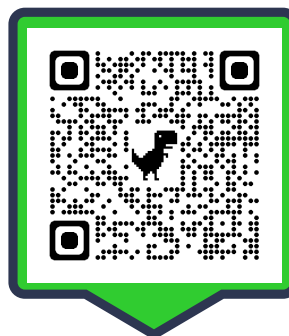
Dr. Stephen Ilardi, a Psychologist and professor at the University of Kansas, has developed a mental health protocol (TLC) conducive to a healthy mind and improved well being. It works by combining these 6 factors, all of which you can take control over:

1. Good Sleep Hygiene
2. Social Support
3. Exercise
4. Light Exposure
5. Omega-3 Fatty Acid Supplements
6. Mindfulness Strategies



SUSTAINING
HOUSING

SELF CARE
IS A
PRIORITY
AND
Necessity
NOT A
LUXURY



CHECK OUT THE QR
CODE FOR MORE
INFO. ON HOW TO
TAKE CONTROL OF
YOUR MENTAL
HEALTH:

UNIVERSITY OF
KANSAS TLC



INSURANCE

There are a few different ways to attain insurance to help with the costs of healthcare. You can find them below:

1. MEDICAID- This is a government funded insurance provided to those who qualify:

- Aged out of foster care, until age 26
- Pregnant, or
- Are responsible for a child 18 years of age or younger, or
- Blind, or
- Have a disability or a family member in your household with a disability, or
- Are 65 years of age or older

2. THROUGH YOUR EMPLOYER- If you can find employment that offers benefits, this is a good route to go.



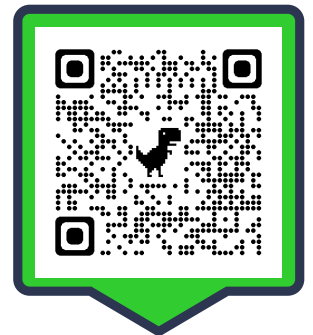
3. PRIVATE PAY (most costly)- Private pay insurance can be costly but may be the best option if you do not qualify for Medicaid and your employer does not offer benefits. You may also benefit more from paying out of pocket to go to an Urgent Care facility when issues arise and living a more preventative lifestyle. Many Mental Health professionals will charge on a sliding scale fee based off your income. You will have to compare whether the cost of seeing a healthcare professional each time would benefit you more. Whichever scenario works out best for your financial situation is what you will want to choose. Make sure whatever you do choose, you add the cost into your monthly budget.



SUSTAINING HOUSING

COMMUNITY RESOURCES

Because the level of community services that are available is different in every part of the state, the first step in looking for different resources will be to search the 211 Kansas website. There you can find resources pertaining to housing/shelter, financial assistance, food, transportation, family support, healthcare (mental and physical), clothing, hygiene, household goods, disability assistance, employment and education, legal help, money management, and taxes.



211 KANSAS



YOUR HOUSING



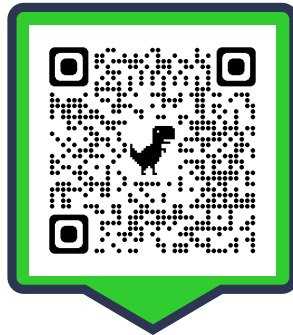
TOOL



TOOL
BOX

Here you can find all of the QR Codes mentioned throughout the guide as well as all of the **TOOLS**. For the best results throughout your housing process, take advantage of these **TOOLS** to help keep you motivated and organized.

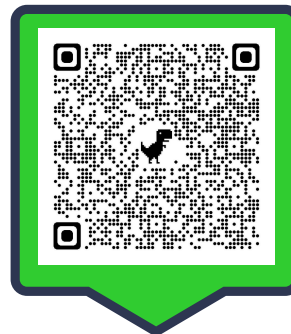
SCAN ME



211 KANSAS



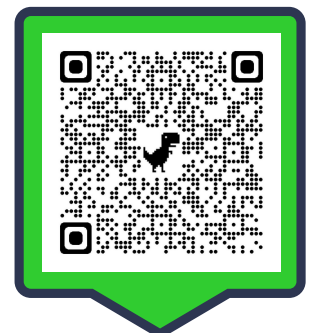
**UNIVERSITY OF
KANSAS TLC**



USPS



**KANSAS STATEWIDE
HOMELESS COALITION**



**KANSAS LEGAL
SERVICES**

MY SAFETY PLAN EXAMPLE

Remember

Help is always available.

MY WARNING SIGNS ARE:

*THESE CAN BE THOUGHTS, FEELINGS OR BEHAVIORS THAT INDICATE YOU ARE AT RISK.

MY EFFECTIVE COPING STRATEGIES ARE:

*THESE ARE THINGS YOU CAN DO TO HELP LIFT YOUR MOOD, LIKE MEDITATION OR EXERCISE.

PEOPLE I CAN REACH OUT TO FOR DISTRACTION:

PERSON 1: CONTACT NO.
PERSON 2: CONTACT NO.
PERSON 3: CONTACT NO.

PEOPLE I CAN REACH OUT TO FOR HELP:

PERSON 1: CONTACT NO.
PERSON 2: CONTACT NO.
PERSON 3: CONTACT NO.

STEPS I CAN TAKE TO MAKE MY ENVIRONMENT SAFER:

PLEASE LIST:

- LIST
- LIST
- LIST
- LIST
- LIST

IN THE EVENT OF A CRISIS:

CALL EMERGENCY CONTACT #1:
CALL CRISIS HOTLINE:
CALL EMERGENCY SERVICES:

MY SAFETY PLAN

Remember

Help is always available.

MY WARNING SIGNS ARE:

-
-
-

1

MY EFFECTIVE COPING STRATEGIES ARE:

-
-
-

2

PEOPLE I CAN REACH OUT TO FOR DISTRACTION:

PERSON 1:

PERSON 2:

PERSON 3:

3

PEOPLE I CAN REACH OUT TO FOR HELP:

PERSON 1:

PERSON 2:

PERSON 3:

4

STEPS I CAN TAKE TO MAKE MY ENVIRONMENT SAFER:

-
-
-

5

IN THE EVENT OF A CRISIS:

CALL EMERGENCY CONTACT #1:

CALL CRISIS HOTLINE:

CALL EMERGENCY SERVICES:

6

RENTAL APP. CHEAT SHEET

Record your important housing information on this sheet for quick reference of info. not memorized when filling out rental applications. Fill out for anyone who will be living with you.

IDENTIFYING INFORMATION

Name: _____ Date of Birth: _____
SSN: _____ Driver's License or ID Card# _____
Cell phone number: _____ Work phone: _____
Emergency Contact: _____ Relationship: _____
Contact Address: _____ Contact Phone: _____

HOUSING HISTORY

TIP: Most Landlords will ask for past 5 years

Current Address: _____
Dates: from _____ to _____ Rent amount: \$ _____/mo. Deposit amount: \$ _____
Landlord Name: _____ Phone/Email: _____
Reason for Leaving: _____
Address: _____
Dates: from _____ to _____ Rent amount: \$ _____/mo. Deposit amount: \$ _____
Landlord Name: _____ Phone/Email: _____
Reason for Leaving: _____
Address: _____
Dates: from _____ to _____ Rent amount: \$ _____/mo. Deposit amount: \$ _____
Landlord Name: _____ Phone/Email: _____
Reason for Leaving: _____
Address: _____
Dates: from _____ to _____ Rent amount: \$ _____/mo. Deposit amount: \$ _____
Landlord Name: _____ Phone/Email: _____
Reason for Leaving: _____
Address: _____
Dates: from _____ to _____ Rent amount: \$ _____/mo. Deposit amount: \$ _____
Landlord Name: _____ Phone/Email: _____
Reason for Leaving: _____

EMPLOYMENT/INCOME

TIP: Most Landlords will ask for past 3 years

Current/most recent employer: _____
Address: _____
Position: _____ Employed from: _____ to _____
Pay: \$ _____/month Supervisor's name: _____ Phone: _____
Previous employer: _____
Address: _____

Position: _____ Employed from: _____ to _____

Pay: \$ _____ /month Supervisor's name: _____ Phone: _____

Previous employer: _____

Address: _____

Position: _____ Employed from: _____ to _____

Pay: \$ _____ /month Supervisor's name: _____ Phone: _____

Other Income: Source: _____ Source: _____

Source: _____ Source: _____

REFERENCES

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

NOTES

HOUSING NEEDS CHECKLIST

EVERYTHING YOU'LL NEED TO LIVE IN YOUR NEW HOME.

If you do not have the funds to purchase everything at one time, circle the items that are a priority and use the check boxes to keep track of what you have and have not purchased yet.

CLEANING SUPPLIES

- Trash bags
- All purpose cleaner
- Disinfectant spray/wipes
- Paper towels
- Cleaning rags
- Broom/dust pan
- Mop/Swiffer
- Mopping solution/Swiffer pads
- Sponges
- Vacuum (If you have carpet)
- Dust mop (If you have hard floors)
- Glass cleaner
- Dish soap, dishwasher soap
- Toilet bowl brush and cleaner
- Plunger

KITCHEN

- Plates, bowls, cups
- Butter knives, spoons, forks, steak knives
- Pots, pans
- Strainer
- Dish towels
- Scissors
- Microwave (If not provided)
- Toaster
- Coffee pot, tea kettle
- Dish drying rack
- Can opener, pizza cutter
- Cooking spoons, spatulas, whisk
- Measuring spoons/cups
- Trash can

BEDROOM(S)

- Sheets, comforter, pillow cases
- Curtains/Blinds (If not provided)
- Clothes Hangers
- Bed
- Mattress, pillows

- Dresser
- Nightstand
- Table lamp

BATH ROOM(S)

- Shower curtain bar (If not provided)
- Shower curtain and liner, shower curtain rings
- Body towels, hand towels, wash cloths
- Hand soap
- Bath rugs
- Trash can

LIVING ROOM

- Couch/loveseat
- Chair
- Coffee table
- Side table
- Table lamp
- TV stand
- TV
- Rug (If not carpeted)

DINING ROOM

- Dining table with chairs
- TV trays (If no room for a table)

EMERGENCY SUPPLIES

- Flashlight
- Batteries
- Candles, matches, lighter
- 2 gallons of water
- Canned food
- Work gloves
- Extra pair of shoes
- Fire extinguisher (Landlord should have this in unit)
- First Aid kit
- Battery powered radio

TIP: Because we live in Kansas, tornados are a very real threat. Make sure you have found and reserved a safe place in your new home to take cover and have a "Tornado Kit" ready to go. Some rental complexes have a designated tornado shelter. Make sure you speak to your landlord and know where it is.

OTHER:

RENTAL CONDITION CHECKLIST

Complete this checklist prior to move in as well as when you move out. Use the codes listed below to describe the condition of each item in the rental. Use the space provided to jot down any other notes.

CODES: (S)-Satisfactory (NA)-Not Applicable (NC)-Needs Cleaning (NR)-Needs Repair

TENANT: _____ **ADDRESS:** _____

ITEM	MOVE-IN date: _____	MOVE-OUT date: _____
KEYS: Door and Mail Box		
<u>LIVING/DINING ROOM</u>		
● Walls/Ceiling		
● Flooring/Carpet		
● Doors/Locks		
● Windows/Screens/Locks		
● Curtains/Blinds		
● Lights		
● Other		
<u>KITCHEN</u>		
● Overall Cleanliness		
● Stove/Oven		
● Refrigerator		
● Counters/Cabinets		
● Sink & Plumbing		
● Dishwasher		
● Garbage Disposal		
● Lights		
● Flooring		
● Windows/Screens/Locks		
● Doors/Locks		

● Walls/Ceiling							
● Blinds/Curtains							
● Other							
<u>HALLS</u>							
● Walls/Ceiling							
● Flooring/Carpet							
● Doors							
<u>BEDROOMS</u>	<u>RM. 1</u>	<u>RM. 2</u>	<u>RM.3</u>	<u>RM. 4</u>	<u>RM. 1</u>	<u>RM. 2</u>	<u>RM.3</u> <u>RM. 4</u>
● Walls/Ceiling							
● Flooring/Carpet							
● Closet & Door							
● Door							
● Windows/Screens/Locks							
● Blinds/Curtains							
● Lights							
● Other							
<u>BATHROOMS</u>	<u>BR. 1</u>	<u>BR. 2</u>			<u>BR. 1</u>	<u>BR. 2</u>	
● Overall Cleanliness							
● Tub/Shower							
● Sink							
● Plumbing							
● Toilet							
● Lights/Vent							
● Mirror							
● Cabinets							
● Flooring							
● Door/Lock							
● Window							
● Other							
<u>MISCELLANEOUS</u>							
● Smoke Detectors							

● Fire Extinguishers		
● Storage Room		
● Garage/Door		
● Heating and Air Conditioning		
● Patio/Deck		
● Other		
<u>FURNITURE</u>		
● Tables		
● Chairs		
● Bed		
● Dresser		
● Nightstand		
● Lamps		
● Sofa		
● Other		

TENANT SIGNATURE: _____ **DATE:** _____

LANDLORD SIGNATURE: _____ **DATE:** _____

HOUSING SEARCH TOOL

Record 4 of the most promising rentals from your housing search on this housing search form. Then compare/contrast different factors to find out which property best suits your own personal situation.

ADDRESS & CONTACT INFO.	# OF BED-ROOMS	MONTHLY RENT AMOUNT & UTILITIES	APP. FEE & DEPOSIT AMNT.	AMENITIES AND PERKS OF PROPERTY	PETS
<p>EXAMPLE House-1253 W. Eagle Dr. Kansas City, KS 66012 <u>Rebecca</u>-316-369-9445</p>	<p>1 and an extra room w/out window</p>	<p>\$675 Water/Trash included <u>TIP: Contact your local electric/gas companies to get an average of the monthly cost. This will help w/budgeting in Step 1 of the Housing Guide.</u></p>	<p>Application fee.-\$25 Deposit (2 month's rent)-\$1,050.00</p>	<p>-Covered parking included -Free internet -Park nearby -Only 2 miles from work</p>	<p>-Monthly pet rent of \$25/pet -\$200 pet deposit (non-refundable)</p>

BUDGET FORM



A Really Simple Budget! Fill this worksheet out on either Excel or Google Sheets and then print it monthly to compare your income with your projected expenses. Rework it every month to ensure you're always living within your means!

TIP: If something is not specifically listed, make sure you still add it into one of the categories to ensure it is accounted for and your budget is accurate. Use this budget prior to your housing search to help you save up for the (k. One-time Expenses) you will need for moving in to your new home. After move-in, the (j. Savings) row will go towards an Emergency Fund.

1a. Calculate Income

a. Take-home pay or Net Income (wages and tips)	\$	2,000.00
b. Additional income (financial assistance, child support, etc.)	\$	-
Total income	\$	2,000.00

1b and 1c. Calculate Expenses

a. Housing (rent and rental insurance)	\$	675.00
b. Transportation (car payments, gas, insurance, tolls, bus tickets, uber, etc.)	\$	250.00
c. Utilities (gas, electricity, trash, etc.)	\$	115.00
d. Subscriptions (internet, cell phone, gym, apps, etc.)	\$	170.00
e. Food (fast food, groceries)	\$	250.00
f. Medical (co-pays, prescriptions, etc.)	\$	10.00
g. Entertainment (movie rentals, bowling, etc.)	\$	150.00
h. Other discretionary (laundry, personal care items, etc.)	\$	50.00
i. Debt payments (credit cards, student loans, etc.)	\$	150.00
j. Savings (goes towards saving for One-time expenses prior to searching)	\$	25.00
k. One-time Expenses (rental app fee, security deposit, household items, moving costs, etc.)	\$	-
Total expenses	\$	1,845.00

2. What you have left a month to save or spend

Income minus expenses	\$	155.00
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EXCEL SPREADSHEET DOWNLOAD INSTRUCTIONS

[HTTPS://WWW.MONEYUNDER30.COM/FREE-BUDGET-SPREADSHEET/](https://www.moneyunder30.com/free-budget-spreadsheet/)