

Determine Areas of Fairfield County where you would like to live

STEP ONE

Decide Where to Live and Can Afford

- Obtain a copy of Project HouseCall (available housing listings) at Information & Referral or from a case manager.
- Read the rental ads in the Lancaster-Eagle Gazette, Advertiser or other local media sources. Most Fairfield County newspapers are available at the Fairfield County District Library.
- Become familiar with neighborhoods, villages, towns, and townships and write down addresses and phone numbers of places that you want to know more about in a notebook or in this guide.
- Write down a list of questions to ask when you make your initial contact with a landlord or realtor.



Some Suggested Questions

1. What do the utilities average on a monthly basis? (if planning to rent, are the utilities included?)
2. Whose name will the utilities be in; landlord or tenant?
3. Is there a lease? How long?
4. Is there a deposit or down payment (if buying a home)? Can payments be made on the deposit?
5. Are appliances included? If so, which ones?
6. Is public transportation available in this area?

STEP TWO

Begin Contacting Landlords for Housing

- _____ Write down names, phone numbers and mailing addresses of landlords.
- _____ Practice what you'll say and how you'll say it with a friend before you call.
- _____ Call and ask questions; take notes on their answers.
- _____ Make an appointment to view the property. Fill out all paperwork neatly and completely. Be on time. Call if you might be late.
- _____ Dress appropriately for the meeting with a prospective landlord or when you meet with the bank (if purchasing a home).
- _____ Present yourself as responsible and reliable; speak confidently and respectfully. Look at people directly. This will make a good impression.
- _____ Inquire about cleaning, painting, or repair services to reduce the first month's rent or deposit.

- _____ If buying, you should work with a realtor to ensure you are receiving the best price. They will help you negotiate various aspects in the buying process. It is a good idea to have an attorney review final paperwork before you sign anything.
- _____ Don't be afraid to ask a lot of questions.
- _____ Don't get discouraged. Finding a home takes time.
- _____ When you view the property, it is important to go without distractions (children, pets, etc.). This will allow you the opportunity to stay focused on your needs and questions.