

How to Call a Landlord | Setup a Showing

Be prepared: What to have ready before your call

1. The name of the landlord you are contacting
2. The address of the residence you are interested in
3. The date you would like to move in
4. Your schedule to set up a showing
5. Any basic but necessary questions you may have about the residence that can be answered before a walk-through. This is more individualized. For example, if you have a pet, you should ask if the building allows for your type of animal.
 - a. If you have a vehicle, you might want to inquire about parking and parking costs.
Write down any other accommodations that are necessary for you.

Making the call: Making phone calls to people you don't know can be nerve wracking. We are providing a basic conversation outline to help cover all bases and help keep the conversation stress free.

Change the highlighted areas to your information.

Student: Hello (**Name of landlord**), my name is (**Your name**). I am calling because I saw a listing for your property at (**Address of house/apartment**) on (**Where you found the listing**). I am hoping to move on (**Date you want to move in**) and am interested in more information about this property.

The landlord will likely tell you more about the unit – whether it is still available, pricing, length of lease, etc. Or, they may just ask you what more you would like to know about the unit. Some landlords will go into great detail while others may rely more on you to lead the conversation.

If the landlord doesn't give you much more information about the building, ask your prepared need-based questions. Or anything else that may be important to you upfront.

You may just be interested in viewing the house and want to save your questions for then. If this is the case, lead the conversation towards scheduling a showing.

Student: I am interested in seeing the unit. Are there specific days or times that work best for you?

Have your schedule ready, so you can work with the landlord and find a time that fits within both of your schedules. This may be the next day or two weeks later – whatever works best for each party.

Once you decide on a date and time, make record of it so you don't forget. Once a showing is scheduled and your basic questions have been answered, you've successfully taken the first steps towards signing a lease!

Student: Thank you for your time (**Landlord name**), and I look forward to meeting you on (**Date and time of showing**).

If the landlord does not answer their phone, leave a message similar to the opening of the guide if they had answered. Be sure to include a call back number as well. If there is a best time to reach you, communicate that on the voicemail as well.