

看屋注意事項：

〔房屋本身〕

一、屋齡

二、屋況，亦建議主動詢問房東房子是否有過任何問題。

1. 牆面、天花板、樑柱是否有明顯龜裂或彎曲變形？
2. 門窗、櫥櫃是否都能正常順利開關？
3. 是否有壁癌？是否有漏水情況 (可留意牆面交接處、浴室與廚房牆縫，油漆/地磚是否脫落、變色或顏色與其他地方不同) – 亦建議在雨天看屋，比較容易看出漏水問題？
4. 馬桶是否通暢？
5. 家電是否電線老舊？

三、空間品質：採光、格局、通風是否良好？

四、建材：是否堅固？隔音是否良好？是否會漏水？

* 註：木板隔間隔音較差且易燃

五、居住安全：

1. 逃生通道是否通暢？是否有緊急照明？
2. 是否有門禁管理？
3. 瓦斯熱水器不得安裝於室內 (裝在加了窗戶的陽台也不行)。

- 註：頂樓加蓋—不論是鐵皮建築或水泥建築，都是違章建築，請避免租賃。

〔周邊環境〕

一、為了瞭解附近環境日夜的狀況，如果時間允許，可以選擇不同的時段看房子。如：周邊、回家沿途夜間照明是否充足？或是否有店家？

二、其他周邊環境因素：交通便利性、環境噪音 (如市場、廟宇、學校等) 與整潔、鄰里關係等。除了透過實地查看，如有機會，也可向鄰居問問相關問題。

〔看屋安全〕

一、看屋時，建議結伴同行，並謹慎留意四週的環境。若不想麻煩他人，可告知朋友並約定時間，彼此以電話聯繫確認安全。

二、進屋看屋時，請保持大門開放，以方便應變。

〔租屋須知〕

一、不管租屋時間多短，都一定要簽訂契約。

二、租屋前，一定要當面和房東談談，以瞭解房東的個性、工作性質和居住地點，有沒有可能立即協助處理突發狀況 (有的房東住太遠，有突發狀況

時，可能無法幫忙)。

三、訂契約時，一定要請房東出示下列證件，以證明房東真實身分與房屋產權：

1. 房東本人的身分證明
2. 房屋所有權狀、房屋稅單、或是登記謄本

如果是二房東，也要要求出示和原房東定的契約，確定二房東的租期，並了解二房東是否有權限可轉租/分租？是不是重複轉租給其他人？

四、找房子的時候，建議您向房東確認下列事項：

1. 租金裡是不是已經包含以下費用：水費、電費、冷氣費、電視第四台、網路費、大樓管理費等。
2. 租金金額？何時付？怎麼付？建議請房東開立收據。
3. 押金金額？何時付？怎麼付？建議請房東開立收據。
4. 房間內原本有哪些家具和設備？如果有別的需求，房東是否可以免費提供？
5. 公共區域的使用權限和範圍？(如：衛浴設備、客廳、廚房等)
6. 房間(或共用的公共區域)中，如有設備或環境損壞，如何處理？由誰負責修繕？由誰負擔相關費用？
7. 如果有提前解約需求 (如住不慣或需提前離台) 如何處理？是否會因此扣繳押金，甚至加罰租金？
8. 房東有無其他需求：男女房客皆可？養動物？房東同住嗎？可否自己在牆上釘釘子？是否允許非房客留宿過夜？
9. 對其他房客的基本認識 (如年齡、性別、國籍、行業、生活習慣等)？

五、契約書上如果有任何更改處，一定要有雙方的印章或是簽名，防止未來發生糾紛。

六、兩方都要保留一份契約書做證明。

七、入住之後，建議先拍下房子及各原有設備原本的樣子，以免未來可能的糾紛。

〔參考資料〕

一、內政府租屋契約範本：中文版、英文版

二、崔媽媽基金會租屋契約範本：中英文對照

三、看屋檢查表：中文版、英文版

四、房東提供家具清單：中文版、英文版 (參考資料：崔媽媽基金會)

Reminder of House Renting

I. The House

A. Age of the house

B. The conditions of the house: It is recommended to ask the landlord whether anything happened to the house before.

1. Are there any cracks or deformations on walls, ceilings, or beams?
2. Do all the doors, windows, and cabinets function normally?
3. Is there mold on walls? Is there any leakage? (Please pay extra attention to the junctions and seams of walls in bathroom and kitchen. See whether the paintwork has flaked off and whether any tiles are off.) It is also recommended to visit the house on a rainy day to find out potential leakage more easily.
4. Do all the toilets function well?
5. Are the wires of appliances in house too old? Are they out of function?

C. Indoor (environmental) quality: How are the lighting, layout, and ventilation?

D. Building materials: Are they solid? How is the sound insulation? Is there any leakage?

*Note: Compartments by wooden walls have poorer sound insulation and are combustible.

E. Resident Security

1. Are all the means of escape barrier-free? Are there any emergency lights?
2. Is there access control?
3. Gas water heaters must not be installed indoors or on balconies with windows.

Note: Rooftop add-ons, whether by galvanized iron sheets or concrete, are illegal. Please avoid renting rooftop add-ons of all forms.

II. Surroundings

- A. If time permits, it is recommended to visit the house at different times of day, in order to thoroughly check its surroundings during day and night. Things to notice include: is there enough lighting around/on the way to the house? Are there any shops around?
- B. Other important factors of the surroundings: traffic convenience, environmental noises (of markets, temples, schools, etc.), tidiness, the neighborhood, etc.
- C. Aside from checking things mentioned on your own, you can also consult the neighborhood for further information if possible.

III. Safety during your Visit

- A. It is recommended to visit the house with companies and pay attention to the surroundings. You can make an appointment with your friends beforehand and stay in contact all the time.
- B. Let the door/gate remain open just in case.

IV. Things to Know about House Renting

- A. No matter how short the rental period would be, make sure to sign a formal contract.
- B. Before renting a house, talk to the landlord in person and understand his/her personality, nature of work, and residence. You should know if the landlord can help you deal with unexpected incidents. (If he/she lives far away, he/she may be unavailable in terms of accidents.)
- C. When signing a contract, be sure to ask the landlord to offer the following documents to prove his/her identity and claim to the house:

1. Proof of the landlord's identity (e.g. ID card).
2. House ownership, house tax statement, or land registration transcription.

In face of a sublessor, ask him/her to offer his/her agreement with the landlord and check his/her rental period. You should find whether the sublessor has the right to lease the house and whether the house has already been subleased to others.

D. When looking for a house to rent, it is recommended to confirm the following matters with the landlord:

1. Does the rent includes utility bills, the cost of air-conditioning, cable TV, Internet, building management, etc.?
2. How much is the rent? When to pay? How to pay? It is better to ask the landlord to issue a receipt.
3. How much is the deposit? When to pay? How to pay? It is better to ask the landlord to issue a receipt.
4. What are the original items of furniture and equipment in the room? Would the landlord offer other items (if needed) without charge?
5. Where are the public territories? Does tenants have the right to use them (e.g. bathroom, living room, kitchen, etc.)
6. What happens if items in the house or in public areas are broken? Who is responsible for their repairs? Who should undertake the cost of repairs?
7. What should you do for an early termination of the contract (e.g. if the house doesn't suit you or you need to leave Taiwan earlier)? Would the deposit be confiscated? Would you have to pay extra due to the breach of agreement?
8. Does the landlord has any special requirements? Are both male and female allowed to rent the house? Can tenants keep a pet in the house? Would

tenants live with the landlord? Can tenants hammer nails into the wall? Is it permitted for non-residents to spend nights in the house?

9. Do you have basic understandings about other tenants (e.g. age, sex, nationality, occupation, and lifestyle)?
- E. Changes in the contract should be based on mutual agreement with one's seal or signature. This could prevent potential disputes in the future.
- F. Both parties should keep a copy of the contract as evidence.
- G. After moving in, it is recommended to take photos of the original arrangement and items in the house in case of potential disputes in the future.

V. References

- A. Ministry of the Interior: Sample Residential Lease Agreement (the Chinese and English versions)
- B. Tsuei Ma Ma Foundation: Sample Residential Lease Agreement (the Chinese and English versions)
- C. The Check List for House Renting (the Chinese and English versions)
- D. The Item-List of Landlord-provided furniture (the Chinese and English versions, from Tsuei Ma Ma Foundation)