

➔ **FACTsheet**

➔ **Housing - Checklist**

What to check when you look around.

Take this list with you when looking at a property.

Contract and Money

Do you understand your whole contract? If not come to the Students' Union Advice Centre. See *FACTsheet > Housing > Contract Check*

Have you calculated the weekly rent yourself? Don't rely on the Landlord/agent to calculate it. Keep a receipt for all money you pay.

Do you have to pay a deposit? If so, what is it for?

Security

Are there locks on the doors and windows?

Is it going to be safe for you to return to after dark (e.g. are the streets well lit and is the house near a bus stop?)

Have all external doors been fitted with a 5 bar mortice lock? If not, will the landlord fit them?

Sanitation and Hygiene

Try the shower and all the taps - do they work?

Does the sink/shower drain?

Does the toilet flush properly?

Any sign of pests?

Is there hot water?

Is there evidence of mould, damp, dry rot etc?

Outside the property

Are the gutters and drains clear?

Does the roof look sound?

Gas and Electricity

Try the fire-does it work?

Does the cooker work?

Does the thermostat work?

Is there a current CORGI gas certificate?

Decoration

Does any decorating need doing?

Will it be done before you move in? If not, why not?

N.B If any work is to be done on the house ask for details to be put in writing together with the expected date for completion of the work.

What to Check on the Day the Contract Starts.

Inventory

You should receive an inventory from the Landlord or Agency. If they do not give you one you should create your own. Make a list of all furniture, fixtures and fittings and their condition. Get this signed by the Landlord.

Complete and check your inventory on the first day of the tenancy. Be thorough, make amendments to the inventory, you need to write full details. If you don't, there may be charges. An inventory is the proof of the state of the property. Take photos that are dated if possible. Keep everything in a house file.

If you do not complete a thorough inventory you may lose your deposit. See *FACTsheet > Housing > Deposits*

This also applies to deposits. They can be withheld due to rent arrears and/or damage to the property. You may have deductions made from your deposit to pay for damage not caused by you.

Utilities and Services

Contact all utility companies: Gas, Electricity, Water, and Phone.

On day one of the tenancy: Read all meters and arrange for bills to be put in joint names of all tenants. This will help if there are any disputes later on.

Cleaning

Is the house clean? If not, have you told the Landlord in writing and arranged for this to be done before you move in?

Repairs

Do any repairs need doing?

Have you told the Landlord in writing what needs doing?

Do you know (in writing) when the Landlord will remedy disrepair?

Do all appliances provided by the Landlord work? N.B Remember hoovers and lawnmowers.

Insurance

Have you arranged contents insurance?

Have you identified your own property with your postcode?