WARWICK studentpad

MOVING IN CHECKLIST

On moving in day you'll be excited and keen to explore immediately but you should consider the following housekeeping tasks soon after your arrival to make the most of your tenancy.

1. BEFORE YOU MOVE IN MAKE SURE YOU:

- Have a copy of the signed tenancy agreement
- Have copies of valid and satisfactory compliance documents e.g. gas, electric etc.
- Have a copy of any receipts for payments already made (deposit/rent)
- Have checked which tenancy deposit protection scheme will be used – have you received the prescribed information?
- Agree with the landlord/agent a time and date that you can pick up the keys
- Have arranged contents insurance (check whether your home address insurance covers you and your possessions)
- Have updated your term time address on MyWarwick
- Have checked whether you need a TV licence See www.tvlicensing.co.uk
- Discuss the cleaning of communal areas, maybe draw up a rota

2. MOVING IN DAY CHECKS:

- All keys for doors and windows handed over, your landlord or agent should be there to meet you and show you where everything is

3. PHOTOS – TAKE BEFORE YOU MOVE ANYTHING IN:

- Take dated photos inside and out to record condition and damage

4. INVENTORY:

- Go through the inventory, checking condition against the description and ensuring that all the items listed are there and their condition is accurate. Make the landlord aware of any issues in writing

5. SAFETY – HOW THINGS WORK:

- Is there a valid gas safety certificate?
- Where is the water stop tap?
- Where is the gas safety valve?
- Where are the trip-switches (consumer unit)?
- How does the heating/hot water work?
- Do you have instructions for domestic appliances/heating systems?
- Any special instruction with regards to windows and doors?
- What day is rubbish and recycling collected?
- Where are the smoke alarms (has the landlord tested them)?

6. UTILITIES:

- Take meter readings and record them (you could even take photos)
- Inform suppliers, put all names on bills, if this is not possible don't put the same name on every bill

WARWICK

ACCOMMODATION