



Moving-in Checklist

Make sure you've completed these basics; this will hopefully ensure that **day one** goes well.



PRIFYSGOL
BANGOR
UNIVERSITY

| Checks | Done | Need |
|--|------|------|
| <p>Before you move in make sure you:</p> <ul style="list-style-type: none"> • Have a copy of the signed tenancy agreement • Have a copy of any receipts for payments already made. Deposit/Rent • Deposit – Prescribed information received • Have arranged contents insurance (check whether your parents insurance covers you and your possessions) • Have updated your term time address on Bangor Portal • TV licence • Discuss the cleaning of communal areas, maybe draw up a rota | | |
| <p>Moving in day checks:</p> | Done | Need |
| <p>Keys:</p> <ul style="list-style-type: none"> • All keys for doors and windows handed over, your landlord or agent should be there to meet you and show you where everything is. | | |
| <p>Photos – taken before you move <u>anything</u> in:</p> <ul style="list-style-type: none"> • Take dated photos inside and out to record condition and damage. | | |
| <p>Inventory:</p> <ul style="list-style-type: none"> • Go through the inventory, checking condition against the description and all the items listed are there and their condition, make landlord aware of any issues in writing! | | |
| <p>Safety, how things work:</p> <ul style="list-style-type: none"> • Copy of valid gas safety certificate • Where is the water stop tap • Where is the gas safety valve • Where are the trip switches • How does the heating/hot water work • Any special instruction with regards to windows and doors • What day is rubbish and recycling collected • Where are the smoke alarms (test them) | | |
| <p>Utilities:</p> <ul style="list-style-type: none"> • 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. | | |
| <p>Put the kettle on</p> | | |

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