



# Moving-in checklist

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

<b>Checks</b>
<b>Before you move in make sure you:</b> <ul style="list-style-type: none"><li>• Have a copy of the signed tenancy agreement</li><li>• Have a copy of any receipts for payments already made. Deposit/Rent</li><li>• Deposit – Which scheme used and have you received the Prescribed Information?</li><li>• Agreed with the landlord / agent a time and date that you can pick up the keys?</li><li>• Have arranged contents insurance (check whether your parents insurance covers you and your possessions)</li><li>• Have updated your term time address on myBangor</li><li>• TV licence – do you need one? See <a href="http://www.tvlicencing.co.uk">www.tvlicencing.co.uk</a></li><li>• Discuss the cleaning of communal areas, maybe draw up a rota</li></ul>
<b>Moving in day checks:</b>
<b>Keys:</b> <p>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>
<b>Photos – taken before you move <u>anything</u> in:</b> <ul style="list-style-type: none"><li>• Take dated photos inside and out to record condition and damage.</li></ul>
<b>Inventory:</b> <ul style="list-style-type: none"><li>• Go through the inventory, checking condition against the description and ensuring that all the items listed are there and their condition is accurate. Make landlord aware of any issues in writing.</li></ul>
<b>Safety, how things work:</b> <ul style="list-style-type: none"><li>• Copy of valid gas safety certificate</li><li>• Where is the water stop tap</li><li>• Where is the gas safety valve</li><li>• Where are the trip switches</li><li>• How does the heating / hot water work</li><li>• Do you have Instructions for domestic appliances / heating systems</li><li>• Any special instruction with regards to windows and doors</li><li>• What day is rubbish and recycling collected</li><li>• Where are the smoke alarms (test them)</li></ul>
<b>Utilities:</b> <ul style="list-style-type: none"><li>• Take meter readings and record them (you could even take photos) Inform suppliers, put all names on bills, if this is not possible <b>don't</b> put the same name on every bill.</li></ul>
<b>Put the kettle on</b>