



LANCASTER UNIVERSITY
STUDENTS' UNION

#RENTSMART



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MOVING-IN (CHECKLIST)

- ☐ Have you got the keys for the property?
(i.e. front door, back door, windows, garage, shed)
- ☐ Have you completed the inventory with as much detail as possible and signed it with the landlord?
- ☐ Have you take photos of the property, and emailed them to yourself and the landlord, especially any areas which appear damaged or you are unsure about?
- ☐ Have you got the contact details of the landlord in case of repair/maintenance?
- ☐ Have you made a note of meter readings? (gas, electric and water)
- ☐ Have you contacted all energy suppliers to let them know you are the new tenants?
- ☐ Have you applied for a TV licence? (this can be done instantly online)
- ☐ Have you checked you have insurance?
- ☐ Have you made sure that the smoke alarms work and discuss where any fire equipment is located
- ☐ Have you highlighted any repairs to the Landlord and asked for written confirmation that they will be fixed?
- ☐ Have you seen a copy of the Gas/Electricity safety certificate?
- ☐ Do you have a copy of the tenancy agreement?
- ☐ Have you made sure you know how everything works?
(i.e. heating, shower, kitchen appliance)