

**New Tenancy Checklist**

This checklist will get you information to assist you in making a decision as to whether or not you want to take up the offer of a tenancy.

Remember, do not sign a tenancy agreement if you don't understand it or you consider there are unfair terms within the agreement.

**Exterior**

- Does the property appear to be in good condition?
- Is the roof in good repair?
- Is the paint work clean and tidy?
- Is the property secure? (window and door locks, burglar alarm)
- Is the garden or yard tidy?

**Interior**

- Is there hot and cold water?
- Is there appropriate heating and is it working?
- Is the property clean and dry?
- Is the property it decorated?
- Are there signs of rotting windows, dangerous wiring, damp etc?
- Is there a fire escape route?
- Are there smoke and carbon monoxide alarms installed?
- Have you been given a copy of the CORGI gas safety certificate?
- If furnished – is there a complete list (inventory) of contents?
- Do you agree with the list of furniture contents?

## Tenancy Agreement

Does the landlord have building insurance?

Have you checked the tenancy agreement?

Does the property have an Energy Performance Certificate?

Who is responsible for repairs?

How much is the rent?

When is the rent due monthly/weekly?

Who pays the rates?

Are rates included in the rent?

Who is responsible for bills (electric, gas)?

Does the landlord keep a set of keys?

(If yes, he cannot enter the property without reasonable notice, unless in an emergency)

Is a deposit required?

How much is the deposit and when will it be returned?

Will I get a rent book?

Will I get a Statement of Tenancy Terms ?

When can you move in?

If there is doubt over the answers to any of these questions you may need to get further advice or decide against taking up the tenancy.