

## Viewing/Moving in Checklist

<b>Accommodation</b>	
How many bedrooms are in the property?	
How many bathrooms?	
How many communal rooms (e.g. living rooms)?	
How many kitchens?	
<b>Fire Safety</b>	
Smoke detectors in each room – check they work	
Carbon monoxide detectors, if gas used for heating or cooking	
Gas safety certificate – ask to see a copy of this	
Escape routes in case of fire – check any emergency exits are clearly signed and clear of any obstructions	
Electrical sockets in good condition	
Electrical safety certificate	
<b>Cleanliness</b>	
Have the floors been vacuumed/swept?	
Are all of the surfaces visibly clean?	
Are all provided appliances clean – cooker/oven/fridge/freezer etc?	
<b>Security</b>	
Effective locks on front door – does the door lock securely and tightly?	
Number of locks on front door?	
If property is a flat is there a secure entry system?	
If secure entry system exists is it working?	
Secure windows – check the windows open properly and close fully	
Do the windows lock?	
<b>Money</b>	
Which approved tenancy deposit scheme will the deposit get paid into?	
Does the letting agent/landlord intend to charge any administrative/credit check fees? (Note, these types of fees are illegal)	
<b>Communal areas</b>	
Who maintains common/stair lighting and cleaning?	
<b>Garden</b>	
If you are expected to maintain the garden, are tools provided for this?	
<b>Facilities</b>	
Check the cooker works properly	
Try all the taps, flush the toilet and turn on the shower to check the plumbing is working	

In the bathroom is the sealing round the bath/sink in good condition? If not this can cause leaks	
Is the fridge/freezer working? Has freezer been defrosted?	
Is there a washing machine?	
Is there a vacuum cleaner?	
Are the electricity/gas meters easily accessible so you can take readings? Are they credit or prepayment meters?	
Is the property double-glazed?	
Does the property have gas central heating? If so ask to see the boiler and check it turns on	
If the property has electric heaters ask for these to be turned on to check they work	
<b>Emergency and Maintenance</b>	
Is there an out of hours number to call in case of emergencies?	
If you are away from the flat and are expected to switch the water off, is the water mains readily accessible?	
Are there any obvious repairs required to be done, such as broken windows or signs of leaks?	
If so, please list below:	
<b>Essential furniture</b>	
If advertised as a furnished flat, is there a table/desk and sufficient beds and chairs for each tenant?	
Is there at least 1 wardrobe/cabinet in each of the bedrooms for storing clothes?	
<b>Local Area</b>	
Roughly how close is the nearest supermarket/convenience store?	
Roughly how close is the nearest bus stop/train station/subway if applicable?	
<b>Home Contents Insurance – Protect your personal belongings</b>	
You are strongly recommended to insure your personal belongings against the risk of theft, fire etc. Look for an insurance policy which will also cover you against claims from the landlord or neighbours for damage e.g. from water leaks or broken furniture that you may cause inadvertently. It may be that your parents' insurance policy could be extended to provide the cover you require. <a href="https://www.savethestudent.org/accommodation/student-contents-insurance.html">https://www.savethestudent.org/accommodation/student-contents-insurance.html</a>	

Any other notes	