

HOUSE HUNTING CHECKLIST

Take this checklist with you when looking for accommodation. It will help you to ensure that you have covered important points and looked for common faults.

Make a note of any concerns and check them out before you sign the contract.

Once you sign the contract, you will be bound by its terms.

Address of Property	Landlord's name and contact details
	You have a legal right to this information when you let the property, even if you let through an agent.

	Tick		Tick
MONEY		CONDITION	
What does the rent cover?		Is there any evidence of damp, eg stained/flaking paint or musty smell?	
Are bills included?			
What does the deposit cover? Is it returnable?		Is there evidence of mice / wood lice / slugs, eg slime trails or droppings)?	
SECURITY		Do any repairs or decorating need doing? Will they be completed before you move in? If yes, get this confirmed in writing as a part of your agreement.	
Do external doors (front and back) close properly and lock securely?			
Is there a lock on your room?			
Are there adequate locks on doors and windows?		SERVICES	
Is there enough storage and preparation space in the kitchen?		Who is responsible for the following (you or your landlord):	
Is there an Inventory of fixtures and fittings?		- window cleaning?	
OUTSIDE		- replacing lightbulbs / alarm batteries?	
Does the roof seem OK?		- gardening?	
Are the drains clear?		- dustbins / refuse disposal?	
Are the woodwork and windows sound?		SAFETY	
Are the gutters clear of leaves?		Is there a smoke alarm? Does it work?	
Is there any guttering missing?		Have upholstered pieces of furniture got permanent labels indicating their level of fire resistance?	
Do you have car parking? What about visitors?		Is there a fire extinguisher / blanket in the kitchen?	
		Are there unblocked escape routes in case of fire?	

GAS AND ELECTRICITY		PLUMBING	
Are there enough power points for your needs?		Does the water heating work - check hot taps for hot water?	
Does the fridge work?		Does the central heating work?	
Do the gas appliances have CORGI Gas Safety Certificates (required by law)?		Are there adequate facilities for the number of people who will live in the property?	
Does the cooker (inc. grill and thermostat) work properly?		Do all the taps work? Are any dripping?	
Do fires / heaters work?		Does the toilet flush properly?	
Is the heating adequate in all rooms?		Are there any signs of leaks from around the toilets, showers, baths?	
		Are the pipes lagged?	
GENERAL		AGREEMENTS	
Is it easy to get to the University?		What sort of tenancy agreement is it, eg individual or joint? fixed term?	
Are there shops / facilities nearby?		What do the previous tenants say?	
Can you put up posters, hooks etc?		If you are not happy, will you be able to give notice and leave? If yes, make sure this is written into the contract?	
Is it a safe area in which to live?		What do the previous tenants say?	
Can you have visitors to stay?		If you are not happy, will you be able to give notice and leave? If yes, make sure this is written into the contract?	
What furniture will be provided?			
USE THIS SECTION FOR YOUR OWN NOTES:			
REMEMBER: DO NOT SIGN ANY CONTRACT UNLESS YOU ARE HAPPY TO BE BOUND BY THE TERMS WRITTEN IN IT - IT IS A LEGAL DOCUMENT AND YOU CANNOT JUST CHANGE YOUR MIND!			

HOW TO DRAW UP AN INVENTORY

An inventory is a list of the removable contents (including furniture and carpets) within a property and it is always a good idea to draw up a new one at the beginning of a tenancy. When you come to move out, the inventory can save lots of arguing over the condition of the property and will stop the landlord accusing you of breaking furniture that was already broken when you moved in.

When drawing up an inventory you should include the general condition of the property and contents and specify the extent of any existing damage or wear and tear. If the landlord gives you an inventory when you move in do not sign it until you have checked it! Remember that your tenancy agreement allows for "general wear and tear" throughout your tenancy period.

This is what an inventory might look like.

Property	99 Any Road Anytown AA1 1AA	
Tenants	Ms Moneyless, Ms Skint, Mr Broke	
Signed	<u>(Do not sign if you have not checked the inventory!)</u>	
Landlord	Mr Moneybags	
Signed		
Date		
<u>Room</u>	<u>Furniture/Appliances</u>	<u>Condition</u>
Lounge	1 x 3 seater brown sofa 1 x brown armchair 1 x coffee table (glass top) carpet, fitted curtains	cigarette burns on both arms extremely worn cushion large crack in glass very worn near door good condition
Dining Room	1 x table 4 x chairs carpet sideboard	1 wonky leg good condition generally worn chipped varnish on doors

<u>Room</u>	<u>Furniture/Appliances</u>	<u>Condition</u>
Kitchen	1 x refrigerator 1 x freezer 1 x gas cooker vinyl flooring window blinds	1 drawer broken / working 1 knob missing / working good condition small hole in bottom right corner
Front Bedroom	1 x single bed 1 x desk 1 x desk chair 1 x wardrobe carpet curtains	worn mattress new/good condition new/good condition 1 door handle missing good condition missing
Bedroom 2	1 x double bed 1 x desk 1 x chair 1 x wardrobe 1 x chest of drawers 1 x bookcase curtains carpet	good condition drawer front broken cushion very worn good condition good condition good condition stained large cigarette burns
Bedroom 3	1 x single bed 1 x desk 1 x chair 1 x chest of drawers carpet curtains	headboard scratched poor condition rickety handles missing worn good condition
Bathroom	enamel bath WC 1 x basin toilet paper dispenser towel rail vinyl flooring venetian blinds	good condition good condition chipped near cold tap broken screw missing good condition extremely dirty
Hallways	carpets	worn in various places