

Moving In Checklist – For Private Accommodation

Inventory

- Check that it is accurate and reflects the true condition of the property – the inventory will be used to help decide what deductions are made from your deposit at the end of the contract.
- If there's no inventory you might want to produce your own and get it agreed with your landlord.
- Record the condition of your property when you move in, it may help you get your deposit back. Take **lots of photos** of all the furniture and fittings in each room and any obvious pre-existing damage.

Safety Checks

- Make sure you have a valid Gas Safety Certificate
- Test all smoke detectors
- Don't wait for the first cold snap to find out the central heating doesn't work

Bills

- **Council Tax** Full-time students don't pay Council Tax. You can print your exemption certificate to give your landlord from SOLE.
- **TV Licence** Make sure you have one, it might have been included last year in halls.
- **Meter Readings** If your bills aren't included make sure you take meter readings for your utilities and notify the utility company that there are new tenants.
To find out who your supplier is call 0870 608 1524 for gas and 0845 070 7172 for electricity.

Rubbish

- Refuse collections are fortnightly but on a two week cycle with black bins (general household waste) and green bins (glass, cans & plastic, paper & cardboard) being collected on alternate weeks.
- You are expected to place the bins out on the street by 7am on your collection day and bring them back in as soon as possible after they've been emptied. To find out your bin days go to www.worcester.gov.uk/household-waste

During Your Tenancy

- **Contract** Keep this handy as you might want to refer to it at a later date.
- **Lead tenants** This might be the only person your landlord communicates with so make sure they pass on those important messages.

