## Moving In Checklist

* Take pictures to record the condition of the property when you moved in. Cross reference these with any inventory you’re supplied with and report any discrepancies or areas for attention to the landlord/agent immediately.
* If you don’t have a bills included tenancy agreement, take meter readings and ensure you register with appropriate utility providers. Ensure all housemates are registered with utility companies if you’re not on a bills-inclusive contract.
* Undertake a safety check: do doors and windows lock securely? Do your smoke and carbon monoxide alarms work? Have you received the relevant gas safety certificate? If the answer to any of these questions is no, contact your landlord asap.
* Review your contract/tenancy agreement for any obligations you may have during the tenancy. These may specify prohibited behaviours, such as smoking or anti-social behaviour, or designate you with responsibilities, such as ensuring appropriate ventilation or seeking landlord’s consent to leave the property vacant for an extended period.
* During your tenancy ensure that any damage or disrepair to the property is reported to the landlord in accordance with the contract. It is better to do this up front, instead of waiting for deductions from your deposit.
* Keep a copy of your tenancy agreement for your records, along with details of your deposit and relevant deposit protection scheme. Have your landlord’s contact details and clarify how they want you to contact them.
* Find out when your recycling and waste collection days are. Worcester runs a rota system – one week will be recycling and the following non-recycling.
* Identify ground rules for sharing the accommodation with your housemates - share responsibilities equally and discuss your expectations about communal living. Communication and compromise are key! The University guidance relating to this is very helpful and can be accessed here.

*Disclaimer*

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