

MOVING IN CHECKLIST

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- Have you got all the keys for the property?
- Have you completed the inventory with as much detail as possible?
- Have you taken photos of the property?
- Have you got the contact details of the landlord in case of repair/maintenance?
- Have you made a note and taken pictures of the meter readings?
- Have you contacted all energy suppliers to let them know you are the new tenants?
- Have you applied for a TV licence and checked you have insurance?
- Have you obtained a Council Tax exemption form from the university?
- Have you made sure that the smoke alarms and carbon monoxide detectors work and discussed where any fire equipment is located?
- Have you found the main fuse box and water valve?
- Have you highlighted any repairs to the Landlord and asked for written confirmation that they will be fixed?
- When is the bin day?
- Have you been given a copy of the Gas/Electricity safety certificate?
- Do you have a copy of the tenancy agreement?

