

Welcome to YOUR NEW HOME

It's our priority to make sure your new home is clean, safe and secure when you move in.

So, please take a few minutes to go through this checklist with your Housing Officer – so we can be sure your new home is up to standard.

Overall standards

- Front and back door locks, where you have one, will be changed. There are two front door keys. Keys for back doors, communal doors, garages and window locks will also be provided, where appropriate
- Taps, water supply and controls work
- If there's a staircase, it has a secure banister
- Carpets and floor coverings and any stairs are safe
- Windows (plus frames) and doors are safe, secure and open and close freely
- Gas and electricity meters are free from debt, or we will arrange this for you

The kitchen

- Kitchen units are clean, with doors and shelving in good working order
- There are at least six power sockets fitted in your kitchen
- There's space for a cooker, fridge and a washing machine plus the sockets and plumbing that are needed for them to work
- There is adequate ventilation (via window or extractor fan) in the kitchen and the extractor fan, if fitted, is clean and working
- The sink, taps and plug holes are clean and work properly
- White goods, where provided, will be clean and in good working order
- The cooker/oven, where provided, will be clean and in good working order

The bathroom

- The hand basin, bath, shower, and toilet are clean, the same colour, in good working condition and free from cracks and chips
- All sanitary ware, panelling and tiling is fitted securely, is clean, works well and doesn't leak
- There is adequate ventilation in the bathroom (via window or extractor fan) and the extractor fan, if fitted, is clean and working
- The hand basin, bath taps and plug holes are clean and work efficiently

Outside your home

- The garden and any sheds or outhouses, if you have one, are safe and free from rubbish
- All drainpipes, guttering and manhole covers are safe and in good condition
- Any lawns and shrubs are not overgrown
- There's no graffiti on external surfaces, like walls
- Pathways and driveways, within the boundary of your property, are safe

Cleaning and decorating

- The walls, carpets and floor coverings, blinds, cupboards, surfaces and the inside of the windows are clean
- Any dangerous or damaged items left by the previous tenant have been removed
- The property is free of all known infestations. All identified damp or mould will be treated. We'll give you advice to prevent condensation problems
- Woodwork, such as skirting boards, doors and windows are in a good condition
- The property, including the loft, if there is one, will be free from rubbish

Health and safety

- A smoke alarm is fitted and works
- The carbon monoxide detector has been tested and is operational
- All systems and appliances have been checked to make sure that they are working and are safe. Electrical items (unless brand new and at first let) have been PAT tested.
- A Gas Safety Certificate (if applicable) is provided, and an electrical test has been carried out
- An Energy Performance Certificate will be provided for the property

Outstanding issues

The following issues with your property will be attended to soon:

Name

Address

Signature