

Housing Checklist

Make copies of this checklist and use it when visiting properties to help decide whether it meets your needs. Remember if there are problems before you have moved in it is likely to be the same or worse once you have signed the tenancy agreement. Any reasonable landlord will not object to questions or concerns you may have about the property.

General Information

Address of Property

Name of Landlord

Address of Landlord

Contact telephone number

Condition

Is the house dry?

Are the floorboards/walls damp?

Look for stains and mould (damp will not be evident in the summer. A fresh coat of paint may disguise signs of damp).

Check that the windows open and close.

Do they fit properly?

Is the condition of the carpets, curtains and decorations satisfactory?

Is there adequate lighting in every room?

Is there natural light?

Is there any evidence of mouse droppings, slug trails, and cockroaches?

Is the exterior of the house in good repair?

Check for signs of damp, state of guttering, missing roof tiles etc.

Furniture

Is the furniture and equipment in good condition?

Do the soft furnishings meet the fire safety requirements?

Is there enough furniture for everyone? (Desk and chair in every room?)

Will the existing tenants take any of the furniture?

Is there a working vacuum cleaner, fridge/freezer, washing machine, etc?

Utilities

When were the electrical appliances and wiring last serviced?

Are all the gas and electricity appliances in working order?

Does the landlord have a current gas safety certificate?
Have you seen it?

Check all switches

Are there any bare wires, damaged plugs?
Are there enough power sockets? (at least 4 in each room recommended)
Is the property heated?
Do the gas/electric fires work?
How does the central heating work?
Is there adequate heating in each room?

Safety and Security

Are the external doors secured?
Do the windows have locks?
Do individual rooms have locks?
Is there a means of escape in the event of a fire?
If House of Multiple Occupation, does it have council approval?
Are there smoke alarms? Do you know how the system works?
Is there a fire blanket in the kitchen?

Services

What services is the landlord providing for you if any?

Window cleaning, gardening, lighting of common parts.

Money

How much is the rent?
How much is the deposit?
What is the deposit for?
Have you got a receipt for any money paid?
Who is responsible for: Electricity
Gas
Water
Council Tax

If you are unsure about any aspect of renting a property get advice from the Rights and Advice Centre before entering into an agreement with a landlord or agent.

**UCL Union Rights & Advice Centre
1st floor Bloomsbury Theatre building
Gordon Street**

**Tel: 020 7679 2998
E-mail: uclu-rights.advice@ucl.ac.uk
Website: www.uclunion.org/get-advice**