MOVE-IN CHECKLIST

Complete one of our checklists on move-in day to ensure you start your tenancy the right way to keep you, and your deposit, safe.

CHECKS TO DO ON MOVE-IN DAY

☐ Take readings from the gas and electricity meters

Electricity reading...........................................................
Gas reading......................................................................

☐ Contact your gas and electricity suppliers with your new readings

☐ Once you have contacted your electricity/gas suppliers, you may get a letter addressed to the occupier that you can open.

☐ Review and check you’re happy with your energy suppliers

☐ (You have the right to shop around to get the best deal, unless you have agreed not to in your tenancy agreement)

☐ Take date-stamped photos of the entire property, especially any cracks in walls or stains in the carpet

☐ Complete an inventory

☐ (If you don’t receive one, complete your own and ask your landlord or a witness to sign it — Shelter Scotland have sample inventories on their website)

☐ Check the gas and electrical safety certificates are up to date

☐ Contact your chosen internet provider to organise set-up

☐ Apply for council tax exemption

CHECKS TO DO WITHIN TWO WEEKS OF MOVE-IN DAY

☐ Buy TV license (You need a TV license if you watch a live broadcast television on any device.)

☐ Let banks/ any other organisations know your change of address. Consider setting up mail redirection with Royal Mail.

☐ Apply for council tax exemption (if you still haven’t done it)

☐ Introduce yourself to neighbours

☐ If you need to purchase any new items for the flat — check out the SHRUB Co-op for cheap deals! shrubcoop.org/

☐ Update your address on MyEd

☐ Find out about recycling and bin collection within your area.

☐ If you haven’t heard from the landlord which Tenancy Deposit Scheme your deposit has been placed in then you should contact them to find out.

☐ Have a think about any rotas or house rules you might need to set up in the flat now to avoid issues later on e.g.

• Cleaning rotas
• House kitty — for purchasing items like loo roll, cleaning products etc
# MOVE-OUT CHECKLIST

## CHECKS TO DO WITHIN TWO WEEKS OF MOVE-OUT DAY

- Check what cleaning is required in your lease, and plan it into the week (Often, this will include things like cleaning your windows inside and out, so make sure you double-check.)
- Check your inventory and account for any losses or breakages
- Organise an inspection with your landlord or agent, so that you can ensure you get your deposit back
- Update your address with your banks /other organisations
- Let your gas and electricity companies know you’ll be moving out and will call with up-to-date meter readings on the day
- TV license — update with your new address and move date or claim money back if you are moving home over the summer
- Arrange for the council to uplift / arrange free collection by charity shops of any large items you would like to dispose of

## CHECKS TO DO ON MOVE-OUT DAY

- Ensure all items/furniture/anything that came in a furnished flat is in the same position as it was on your move-in day
- Ensure cleanliness standards are the same as those on your move-in day
- Return your keys to letting agent/ landlord
- Ensure all windows/ doors are locked on exit
- Meter readings — call electricity and gas suppliers to give final readings
- Check if you need to cancel your internet contract, and if you need to take any steps such as returning your hub
- If you are unsure who your energy supplier is you can call:
  - SP Energy Networks on 0330 1010 300 (electricity)
  - Meter Point Administration Service on 0870 608 1524 (gas)

If you would like this in an alternative format such as large text, please ask a member of Advice Place staff.

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