

Property Address:

Tenant(s):

Item	Comments	Check
Application Form		
Credit Check		
Identity Check		
Agreement		
Standing Order		
Rent		
Holding Deposit		
Damage Deposit		
Meter Readings	Gas:                      Electricity:                      Water:	
Inventory / Photos (tenants signed)	(Tenant(s) - please check and respond within 7 days with any queries)	
Gas / Elec. Check Certificate		
Smoke Alarm(s) Fire Alarms(s)	(Operation verified – tenants - please check regularly - change batteries as necessary)	
Appliance instructions	(Operating and safety instructions supplied)	
Burglar Alarm	(Operation verified - code and emergency contact details supplied)	
Mail	Please forward any previous occupiers' mail to:  Please forward any landlord's mail to:	
Bins and Rubbish Collections		
Stop Taps, Fuses & Isolator locations		
Emergency Contact Details and Telephone Number		
Keys		
Date: Agreed and Signed by Tenant(s)		

Original Copy for Landlord

Copy to Tenants