

Moving-in checklist for tenants

01 / Collect the keys. Confirm the basics. Keep one copy for this home.

Property address / postcode

Move-in date (DD/MM/YYYY)

Landlord / agent name, phone and email

UK nation / tenancy type / start date (confirm)

Tick = checked, not necessarily OK. Leave untested checks blank; write N/A beside exceptions. Print A4 at actual size or fill, save, close and reopen to check your answers are kept.

01 Before you collect the keys

- ☐ Read the agreement or occupation contract; confirm the start date, rent, tenancy type, notice and any valid end date or break clause.
- ☐ Check who every named tenant is, and whether the tenancy is joint, because that changes what one person can end alone.
- ☐ Confirm the deposit amount, who holds it, and which approved protection scheme applies to your tenancy.
- ☐ Set up the rent standing order for the right amount, date and reference, and check the first payment is not taken twice.
- ☐ Arrange contents insurance if you want your own belongings covered, and check any lock or window conditions in the policy.

02 Keys, access and security

- ☐ Count and photograph every key, fob, permit and remote; confirm access codes securely and note who else holds a copy.
- ☐ Test every lock, including window locks, the back door, any outbuilding and the communal entrance.
- ☐ Ask whether the locks were changed after the last tenant, and raise it in writing if the answer is no.
- ☐ Find the alarm, learn the code, and ask who else can disarm it or holds a monitoring contract.
- ☐ Locate the stopcock, fuse box, gas shut-off (if any) and water drain; photograph their locations without operating unfamiliar controls.

Keys, fobs and access record

Item / door / permit	Qty	Held by / other copies	Test result / missing item

Entry / alarm / parking arrangements; code stored securely where? (do not write the code here)

Confirm answers and dates from the documents and rules for your nation and tenancy type. Use page 4 for unresolved questions; keep this completed worksheet private.

Read the meters. Check safety.

02 / Record readings at handover, then report urgent problems straight away.

Property / short name (keep loose pages together)

03 Meters and utilities

- ☐ Photograph every meter so the reading and its serial number are in one dated image.
- ☐ Find out who currently supplies the electricity, gas and water, and tell each of them the date you moved in.
- ☐ Send the opening readings to each supplier and keep the confirmation, so you are not billed for the last tenant.
- ☐ Confirm council tax with the council, or domestic rates in Northern Ireland; check who pays and any discounts or relief.
- ☐ Check whether any meter is prepayment, and if so what is left on it and how it is topped up.

04 Safety, alarms and certificates

- ☐ Test smoke, heat and carbon monoxide alarms as instructed; report missing or faulty alarms and check escape routes.
- ☐ If gas is present, request the gas safety record; note the check date and next check due.
- ☐ Request the electrical condition report where required; note the inspection date, next inspection and any remedial work.
- ☐ Request the energy performance certificate and the written tenancy information required for your nation and tenancy type.
- ☐ Confirm deposit protection and required information deadlines for your tenancy, then check protection directly with the scheme.

Opening readings - electricity / gas / water, where metered

Utility / supplier / serial no.	Reading(s) / register / unit	Date / time	Photo / sent reference

Record each electricity rate separately. Confirm who pays included bills; note prepay credit, top-up method and any extra meter readings in outstanding actions on page 4.

Stopcock / fuse box / gas shut-off / drain / escape route / heating controls: locations

Documents to request / received date / check date / next check / person to chase (use page 4 if needed)

Emergency repairs: daytime + out-of-hours name / phone / reporting route

Record the home as you found it.

03 / Take wide shots and close-ups before unpacking. Keep the original files and dates.

Property / short name (keep loose pages together)

05 Photograph the condition

- ☐ Photograph all four walls of every room, plus the floor, ceiling, windows and each door.
- ☐ Take close-ups of every mark, chip, stain, scuff, crack and worn patch that already exists.
- ☐ Photograph inside every cupboard, wardrobe, oven, fridge and any appliance that stays with the property.
- ☐ Photograph sealant, grout, and the corners of bathrooms and kitchens where damp shows first.
- ☐ Photograph the garden, balcony, bins, shed and any shared space you are responsible for.

06 The inventory and your first report

- ☐ Ask for the check-in inventory in writing if you have not been given one, and note the date you received it.
- ☐ Walk the property with the inventory and mark everything it describes wrongly, misses, or rates too generously.
- ☐ Confirm the requested comments deadline; send corrections and photos promptly and keep proof of sending. Report later discoveries too.
- ☐ Report anything broken, missing or unsafe in writing straight away rather than mentioning it in conversation.
- ☐ Keep the inventory, your comments, the photographs and every reply together somewhere you will still have them in a year.

Inventory, discrepancies and existing damage

Inventory received / comments requested by (confirm)

Photo / video folder and backup location

Number extra sheets if needed. Describe what the inventory says and what you found. Keep proof of notification and replies; record any agreed repair and next chase date.

Room / discrepancy / existing damage

Dated photo / evidence reference

Notified who / when / action / due or chase date

Settle in. Put dates in the diary.

04 / Confirm the rules before entering deadlines. Unknown dates become follow-up tasks.

Property / short name (keep loose pages together)

07 The first week's admin

- ☐ Set up broadband early, because an install date is often weeks out rather than days.
- ☐ Update your address with your bank, employer, insurer, and anywhere holding a card on file.
- ☐ Register with a local GP and dentist, and update the driving licence and vehicle registration if you have one.
- ☐ Register to vote at the new address and set up postal redirection from the old one.
- ☐ Find out which day the bins and recycling are collected, and where they are stored between collections.

08 Dates to put in the diary

- ☐ Record the deposit payment date and confirm both protection and information deadlines using the rules for your tenancy.
- ☐ Record when the inventory arrived and the requested comments date; send corrections promptly and keep the evidence.
- ☐ If a break clause applies, confirm its conditions, earliest leaving date and separate notice deadline.
- ☐ Confirm the notice required for your tenancy and planned leaving date; do not assume a fixed term or automatic end.
- ☐ Record any confirmed tenancy end date, or mark it open-ended; diarise the next gas and electrical checks where applicable.

Dates and amounts to confirm

Rent amount / due date / reference

Deposit paid date / scheme / reference

Protection / information due dates

Break clause / notice deadline, if applicable

Confirmed end date OR open-ended

Notice / service method / source checked

Outstanding actions - utilities, address changes and follow-ups

Action / person responsible

Due / chase date

Done / evidence

Practical UK worksheet. Requirements vary by nation, tenancy and property; lodgers and other arrangements can differ. Do not assume a fixed term or notice deadline. Official guidance (reviewed 28 September 2026):

England: tenancy types and private renting guidance

Wales: Renting Homes guidance for tenants

Scotland: private residential tenancy guidance

Northern Ireland: private rent and tenancies