

# PROPERTY CHECKLIST

ADDRESS OF PROPERTY.....

If you are looking for a property, there are a few things you will need to check. Take this checklist with you when you view a property, it should help you decide whether the property is in fair, reasonable or good condition. It will also help you keep track of the properties you view!

Date of viewing..... Landlord/Agent..... Contact.....  
 Location:- (Basement) (Ground) (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) (Top floor) ( Roof space) (Over business shop)?  
 Distance from services: Walking/On bus route/Private transport. No. of bedrooms.....?  
 Overall condition inside .....? Overall condition outside.....?  
 RENT PER MONTH.....? DEPOSIT.....?  
 LEASE DATES FROM.....? LEASE DATES TO.....?

**Note: an asterisk (\*) denotes legal or licensing requirements**

## THE PROPERTY

Is the entrance/stairway in good repair?	Yes / No	_____
Is there a common security door?	Yes / No	_____
Is the building in good condition?	Yes / No	_____
Any signs of damp?	Yes / No	_____
Is the property wind and water-tight? *	Yes / No	_____
Are the external doors secure and locks working?	Yes / No	_____
Is there a garden?	Yes / No	_____
Do you have to maintain the garden? (check lease)	Yes / No	_____
Does the landlord provide gardening equipment?	Yes / No	_____

## GENERAL CONDITION

Does the property have central heating?	Yes / No	(Gas, electric, oil, solid fuel)
If gas, Gas Register Certificate should be displayed *	Yes / No	(if no, report to Fife Council)
If gas, check Carbon Monoxide Detector fitted.	Yes/ No	(if no, report to Fife Council)
Check smoke detectors fitted *	Yes / No	(if no, report to Fife Council)
Does the landlord have a fire risk exit plan? *	Yes / No	(if no, report to Fife Council)
Does the furniture comply with regulations? *	Yes / No	(if no, report to Fife Council)
Energy Performance Certificate displayed? *	Yes / No	(If no, report to Fife Council)
Are the fixtures in good condition? *	Yes / No	e.g. (baths, showers, kitchen)
Are the fittings in good condition? *	Yes / No	(Taps, sockets, light switches)
Are the furnishings in good condition? *	Yes / No	(Chairs, settees, beds)
Are the floor coverings in good condition? *	Yes / No	(Carpets, laminate, rugs, etc)

## KITCHEN

Are there any fire extinguishers or fire blankets? *	Yes / No	_____
Are the units in good condition?	Yes / No	_____
Oven, shelves and doors in good condition?	Yes / No	_____
Are the white goods in good order?	Yes / No	W/mc, fridge, freezer, d/washer
Are these goods under service contract? Check	Yes / No	_____
Is the sink in good condition?	Yes / No	_____

## BATHROOM

If there is a bath, is it in good condition?	Yes / No	(Check around for damp/mould)
If there is a shower, is it in good condition?	Yes / No	(Check around for damp/mould)
Is the shower curtain in good condition?	Yes / No	_____
If any, are the tiles in good condition?	Yes / No	(Check that the grout is clean)
Does the toilet flush properly?	Yes / No	(Check flush)
Any other signs of damp around floor coverings?	Yes / No	(Check floor coverings)

## UTILITY BILLS

Are tenants responsible for all bills? Yes / No \_\_\_\_\_  
Can tenants request to change energy suppliers? Yes / No \_\_\_\_\_  
Does the property have internet access? Yes / No \_\_\_\_\_

## CONTRACT DETAILS

How much is the total rent per annum? £ \_\_\_\_\_  
Payable per person per room Yes / No £ \_\_\_\_\_  
Payable jointly Yes / No £ \_\_\_\_\_  
When? 1<sup>st</sup> or last day of the month? \_\_\_\_\_  
How? (e.g. standing order, cheque, cash) \_\_\_\_\_  
How long is the lease for? \_\_\_\_\_ months  
How much is the deposit? \* £ \_\_\_\_\_ (should not exceed 8 wks rent)  
When do you pay deposit? (Lease must be signed) \_\_\_\_\_

## FINAL DECISIONS

Can you afford the rent and bills? Yes / No \_\_\_\_\_  
Have you sought independent advice? Yes / No \_\_\_\_\_  
Do you understand the terms of the lease? Yes / No If no, have your lease checked over.  
Do you need references? Yes / No \_\_\_\_\_  
Do you need guarantors? Yes / No \_\_\_\_\_  
If sharing, do you get on well with co-tenants? Yes / No \_\_\_\_\_  
Is this property suitable for your needs? Yes / No \_\_\_\_\_

## ACCEPTING THE LEASE

*What you need from your landlord/agent*

\* Private Landlord Registration number \_\_\_\_\_  
\* HMO Licence Number and expiry date \_\_\_\_\_ (only if 3 or more persons)  
\* AT5 \_\_\_\_\_  
\* Lease Without this document you cannot sign a lease  
\* Terms and conditions of lease Check over with Advocate (Accommodation)  
\* Repairing Standard letter & leaflet Check over with Advocate (Accommodation)  
Inventory Attached or included with lease  
Note condition of each item (poor, reasonable, good condition) and always check on date of entry, again if necessary.  
Nominal Holding deposit agreement only Yes / No  
\* Full Deposit details Look for landlord who provides interest and return date after termination  
Receipts for any payments Written, signed and date stamped.  
\* Copies of all certificates to be in property Check with Advocate Accommodation  
Meter readings Always check on first date of entry  
\* Fire safety book Always check on first date of entry

If you need any additional help, require an appointment or have any suggestions how to improve this checklist, contact Eleanor Feltham, Student Advocate (Accommodation) at [ef41@st-andrews.ac.uk](mailto:ef41@st-andrews.ac.uk) or telephone (01334 46) 2700. Hours Monday to Wednesday 11.00 a.m. to 4.00 p.m. (version01/10)

