

ADDRESS OF PROPERTY.....

If you are looking for accommodation, there are a few things you will need to consider. 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.....  
 Type: Flat/Semi-detached/Detached    Location: (Basement) (Ground) (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) (Top floor)  
 No. of bedrooms.....    Distance from services: ..... mins.  
 Overall condition inside .....    Overall condition outside.....  
 RENT PER MONTH.....    DEPOSIT.....  
 LEASE DATES FROM.....    LEASE DATES TO.....

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

## OUTSIDE

Is there dedicated parking?	Yes / No	_____
Does the entrance/stairway show obvious signs of damage or disrepair?	Yes / No	_____
Is there a security/entry system?	Yes / No	_____
Are there obvious external signs of damage to the building fabric (loose tiles, cracked masonry, etc.)?	Yes / No	_____
Are there obvious signs of draughts, leaks etc.? (eg cracks in windows or doorframes)	Yes / No	_____
Are there any signs the external door may not be secure?	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	_____

## KITCHEN

Are there any fire extinguishers or fire blankets? *	Yes / No	_____
Any signs of damage to kitchen units (look inside if possible)?	Yes / No	_____
What type of hob is there and does it show any signs of damage?	Yes / No	Electric/gas
Do the oven shelves and doors, grill etc. show any signs of damage?	Yes / No	_____
What other white goods are there? Are any damaged?	Yes / No	W/mc, fridge, freezer, d/washer Dryer, microwave
Are there signs the sink/taps may not be in good condition (eg dripping tap, corrosion)?	Yes / No	_____

## BATHROOM

Is there is a bath?	Yes / No	(Check around for damp/mould)
Is there a shower?	Yes / No	(Check around for damp/mould)
If there are tiles, are there signs of any damage?	Yes / No	(Check that the grout is clean)
Does the toilet flush properly?	Yes / No	(Check)
Any possible signs of damp around floor coverings eg warping, mold, stains?	Yes / No	(Check floor coverings)
Other features eg heated towel rails?	Yes / No	

## BEDROOMS

What storage space is there?	Yes / No	(Check inside cupboards etc.)
Number of beds?	Single _____	Double _____
Additional facilities?	Yes / No	En-suite, sink, walk-in storage

## LOUNGE/COMMON AREAS

Is there additional heating eg a fireplace?	Yes / No	Gas, electric, solid fuel
What seating is there?	Yes / No	_____
Is there a dining table etc.?	Yes / No	_____

## GENERAL

Does the property have central heating?	Yes / No	(Gas, electric, oil, solid fuel)
If gas, check Gas Register Certificate is available *	Yes / No	(If not, check TIP)
If gas, check Carbon Monoxide Detector fitted *		Legal requirement if HMO
If any, check smoke detectors fitted and serviced *	Yes / No	(Check fire book)
Does the landlord have a fire risk exit plan? *	Yes / No	_____
Does the furniture comply with all regulations? *	Yes / No	_____
Energy Performance Certificate displayed? *	Yes / No	
Are there signs of damage to any of the following? *	Yes / No	(Taps, sockets, light switches)
Any signs of damage to the floor coverings? *	Yes / No	(Carpets, laminate, rugs, etc)

## UTILITY BILLS

Are tenants responsible for all bills?	Yes / No	_____
Can tenants request to change suppliers?	Yes / No	_____
HMO properties only: is there an active phone line?	Yes / No	_____
Does the property have internet access?	Yes / No	_____

## CONTRACT DETAILS

How much is the total rent?	£ _____
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 much is the deposit? *	£ _____ (max 2 months rent)
When do you pay the deposit?	_____
What tenancy deposit scheme is used?	_____

## FINAL DECISIONS

Can you afford the rent and bills?	Yes / No	_____
Have you sought independent advice?	Yes / No	Contact Students' Association
Do you understand the terms of the lease?	Yes / No	Contact Students' Association
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 you needs?	Yes / No	_____

## ACCEPTING THE LEASE: *What you need from your landlord/agent*

* Private Landlord Registration number	_____ /250/ _____
* HMO Licence Number	_____ (only if 3 or more persons)
* Lease	Check
Inventory	Check and note (poor, reasonable, good condition)
	Check again at exit.
	Take photographs on entry and exit.
Holding deposit agreement	Yes / No (exempt from Deposit Scheme)
Receipts for payments	Request written and date-stamped receipts
* Copies of all certificates to be in property	Yes/No
Meter readings	Always check on first date of entry and leaving date.
* Fire safety book	Always check on first date of entry

If you need any additional help or have any suggestions how to improve this checklist please contact the Students' Association on [union@st-andrews.ac.uk](mailto:union@st-andrews.ac.uk). Thanks!