

# Property Viewing Checklist

This checklist outlines the key things that should be checked and discussed before a property is rented out. It will help to identify potential problems and if signed, acts as good evidence as to the original condition of the property in case of future disagreements.

Property Address:	Landlord Address:
	Landlord / Agent Tel Number:

Property Information	
Number of bedrooms	
Number of reception rooms (exc bedrooms, kitchens, bathrooms)	

List of furniture and goods to remain as part of tenancy eg fridge / freezer / cooker etc	

Neighbourhood information	
Distance from work / school	
Libraries	
Public Transport	
Doctor	
Hospital	
Dentist	
Car Parking Arrangements	
Rubbish Collection Points and specific coloured bin days	

## Tenancy Information

Tenancy duration	
Deposit amount	
Rent per week / month	
Utilities included in rent?	Gas / Electric / Water / Council Tax
<b>Please consider whether the property is affordable long-term</b>	

## Home Safety Checks

**Electrics:** Electrical installation **should** be tested at least every 10 years. Portable electrical equipment provided by landlords must be “safe” for use. Electrical works must only be carried out by a qualified person to do so.

Year of last inspection	
Certificate available?	
<b>Defect check:</b> chipped or cracked sockets or light fittings.	
Landlord agreed to remedy?	

**Gas:** Gas appliances **must** be inspected at least once a year by a “GasSafe” registered engineer.

Certificate of last inspection received:	
Basic check that heating / hob/ hot water working.	
<b>Defect check:</b> Cracked / damaged appliances “sooty” deposits above gas fires or boilers.	

**Fire Safety:** There should be a working smoke alarm in the property and a safe route of escape if a fire occurred. More than one alarm may be necessary in larger properties. Soft furnishings provided must be flame retardant and have a “kite mark” to show fire safety.

Smoke alarm(s) fitted and checked	
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Soft furnishings checked for safety label	
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Route of escape planned from each room	
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**Heating and Insulation:** All habitable rooms should have fixed space heaters capable of heating a room in cold weather. Insulation & draft proofing is important so that heat stays in the property

Type of Heating in each room	
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Heating instructions provided?	
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Loft / cavity wall insulated?	
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Hot water cylinder insulated?	
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**Defect Check**

Heaters/radiators property fixed in working order.

**Falls:** Stairs should be well constructed with hand rails where necessary; Window levels prevent children from easily falling out. Outside steps and paths should be reasonably level

**Defect Check**

Carpets are well sealed, particularly on stairs  
Windows either at reasonable Height or have restraint fitted.



**If you decide to rent out the property, complete the following:**

<b>Additional Tenancy Information</b>	
Emergency contact numbers eg if landlord / agent is on holiday	
Other emergency numbers eg plumber, electrician:	
Date rent payable	
Method of payment	
Date deposit paid and receipt given	

<b>Utility Information</b>		
Provider Details:		Meter Reading and Date Taken
Gas		
Electric		
Water		
Telephone		

<b>Final Checks</b>	
Tenancy Agreement seen and understood:	
Inventory checked, agreed and signed:	
Repairs procedures explained:	

<b>Declaration</b>	
<b>We agree that the information outlined in this document is accurate as at the tenancy start date</b>	
Landlord Signature	
Name Printed	
Tenant Signature (1)	
Name Printed	
Tenant Signature (2)	
Name Printed	