

Pre-Tenancy Checklist

Property Address: <u>59A Trinity Church Square</u>
Move Date: <u>18/08/23</u>
Service: <u>Pre tenancy</u>

Need to check

Is all the lighting in working order?	✓ Bedroom light flickers
Are all doors, windows and cupboards working as they should be?	✓
Are there working smoke alarms on every floor of the building? How many smoke alarms in total? Where are they and what type?	1- Flat above front door
Are there carbon monoxide alarms in all rooms where solid fuel is burnt? (Including fireplaces) Is it in date? (Check the sticker)	N/A
Is there an alarmed door ? Do you have the alarm code to give the tenants?	x N/A
Do you know where the meters are? Do they need a key card? Do you have a key card for the tenants?	N/A
Is the property cleaned to the agreed standard?	✓
Is the correct furniture in place? Check this is in line with the inventory and offer letter. Is the furniture in line with safety standards? Check for labels?	N/A
Have the agreed works been carried out and to a good standard? Check in line with the offer letter?	✓
Are there any dripping taps ?	x
Do the toilets flush?	✓
Is the hot water running?	✓
Have you advised the landlord on the risk of Legionnaires disease? Have you followed this up in writing?	✓ N/A
Are all the outdoor areas tidy?	N/A ✓
Are there keys to all doors on the tenants set? Does each tenant have a full set of keys? Have we got a set for us? (Must have a management set for all managed properties)	✓

Once completed, please email a copy to your property manager for managed properties

Checked by: Ruby Holden

Date: 18/08/23