**MASTER MOVE-IN CHECKLIST** 

**PROPERTY INFORMATION**

Address:

Postcode:

Tenant(s):

|  |  |
| --- | --- |
| **Tenancy agreement copy signed and dated:**  |  |
| **Rent (amount and frequency):**  |  |
| **Standing order provided:**  |  |
| **Damage deposit (received and registered):** |  |
| **Provide gas cert:** |  |
| **Smoke/fire alarms tested:**  |  |
| **Gas meter reading:**  |  |
| **Provider** |  |
| **Electricity meter reading:**  |  |
| **Provider** |  |
| **Water meter reading:**  |  |
| **Severn Trent** |  |
| **Complete inventory/pictures:** |  |
| **Waste and recycling information:**  |  |
| **Keys:**  |  |
| **Other Keys** |  |
| **Check right to rent:** |  |
| **Email address tenant 1** |  |
| **EPC provided** |  |
| **Date:** |  |



Agent signature:

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Agreed and signed by tenant(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_