

Property Address:

Tenant/s:

<b>Tenancy Application Form</b> completed:		<b>Credit Check &amp; Referencing</b> completed:	
<b>Identity Documents</b> (Right to Rent) e.g. passport, visa etc., inspected face to face, confirmed and copied including photo ID:			
An Up-to-Date <b>Letting Agreement</b> issued, read and signed by both parties:		<b>Standing Order Mandate</b> completed:	
<b>Rent</b> (e.g. 1 <sup>st</sup> Month) paid:	<b>Holding Deposit</b> adjustment:	<b>Security Deposit</b> paid:	
<b>Inventory</b> with photos – verified: (tenants to respond with any queries within 7 days)		Signed by Tenant/s:	Signed by Landlord:
<b>Gas</b> Meter Reading:	<b>Electricity</b> Meter Reading:	<b>Water</b> Meter Reading:	
<b>Smoke Alarms</b> (one for each level of the property) and <b>Carbon Monoxide</b> (CO) Alarms (where solid fuel devices supplied) checked and tested:			
<b>Energy Performance Certificate</b> (EPC) given to tenant/s:			
<b>Gas Safety Certificate</b> given to tenant/s:			
Government's <b>How to Rent Guide</b> given to tenant/s: <a href="https://www.gov.uk/government/publications/how-to-rent">https://www.gov.uk/government/publications/how-to-rent</a>			
Details of <b>Tenancy Deposit Scheme</b> : (deposit to be protected and statutory information given to tenant within 30 days)			
<b>Appliances</b> Operating and Safety instructions supplied:		<b>Burglar Alarm</b> codes and instructions:	<b>Stop Taps, Fuses and Isolator</b> locations identified:
<b>Forwarding Address</b> for previous occupier's mail:			
<b>Bins, Rubbish, Re-cycling</b> and collections:		Details of <b>Keys</b> issued:	
<b>Emergency Contact</b> details:			
Agreed and signed by landlord:		Agreed and signed by tenant/s:	
<b>Dated:</b>			