

A hand is pointing to a checklist with a green checkmark. The checklist consists of a vertical column of seven empty square boxes. The third box from the top has a green checkmark inside it. The background is a blurred image of a person in a light blue shirt. A colorful curved bar with segments in green, cyan, magenta, and orange is at the bottom of the image.

Tenants

Private Tenants Checklist

This checklist sets out everything that is required
for a successful tenancy

Before You Move In

The key to making sure you have a good quality home and a good relationship with your Landlord is getting things right from the start. This can prevent any unnecessary problems.

Before you move in		3
I have viewed the property and it meets my needs.		3
The property is affordable – I can pay the rent, bills and any deposit that may be required.		3
The Landlord is registered with the Council. I have searched www.Landlordregistrationscotland.gov.uk or called the Landlord Registration team on 01294 324305 to check.		3
If repairs are required or improvements promised, the Landlord has put this in writing.		3

Pets and smoking	If you intend to have pets or smoke in the property, make sure that the Landlord will accept this.	3
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Property Standards

3

All Privately rented properties should meet minimum property standards.
You should make sure that the property:

Is structurally stable. **3**

Is free from damp and is wind and water tight. **3**

Has good lighting and ventilation. **3**

Has hot and cold water in the kitchen and bathroom. **3**

Has a shower or bath. **3**

Has a toilet that is not shared with other houses. **3**

Has a safe supply of gas and all gas installations are in good repair and working order. **3**

Has a safe supply of electricity and electrical installations are in good repair and working order. **3**

Has satisfactory cooking facilities. **3**

Has a suitable system for draining and disposing of water. **3**

Has at least one mains-wired smoke detector on each floor and in each room used for general living purposes. **3**

Has a carbon monoxide detector in each room where there is a gas appliance and a heat alarm in the kitchen. **3**



Signing up and moving in

3

At the beginning of the tenancy both you and your Landlord should make sure that legal requirements and good practice are followed.

Tenancy Documents	My Landlord has given me a written tenancy agreement. This:	
	• Includes my Landlord's (and their agent's, if they have one) name and address.	3
	• Tells me how much the rent is and when I should pay it.	3
	• Is signed by me, my Landlord and a witness.	3
	• Explains the circumstances where my Landlord may be able to request my deposit is withheld.	3
	• A copy of the Private Residential Tenancy Easy Read Notes	3
	I have signed the acknowledgement form in this pack.	3
	My Landlord will pay my deposit into a tenancy deposit scheme and inform me of this within thirty days.	3
	My Landlord has given me a copy of the current gas safety certificate for the property.	3
	I have agreed an inventory (noting the condition of the property and any goods or appliances provided) and signed it.	3
My Landlord has an electrician carry out a safety check and provides me with an electrical safety certificate. For existing Tenants at this date, this must have been done by 1 December 2016.	3	
Other	I have told the Council I now live in the property – by calling them on 01294 310000 or by filling in a 'change of address' form and handing it in to a Council office.	3
	I have taken meter readings and informed the utility companies of these.	3



During the Tenancy

During your tenancy you should make sure the property continues to be in a good condition and keep a good relationship with your Landlords and neighbours.

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3

During your tenancy you should make sure the property continues to be in a good condition and keep a good relationship with your Landlords and neighbours.

I take care of the property.

3

I let my Landlord know when repairs are required.

3

I give access to my Landlord and contractors to inspect and carry out repairs.

3

I pay my rent on time. If I have any problems or a change of circumstances I will let my Landlord (and Housing Benefit/Universal Credit) know.

3

I ask permission when I want to redecorate.

3

I am nice to my neighbours.

3

Ending your Tenancy

3

If you decide to move on it is important that you end your tenancy in the correct manner. This means you will not have to worry about losing your deposit or being pursued for rent arrears. It will also mean you should get a good tenancy reference.

I have given my Landlord appropriate notice.

3

I have left the property in a good condition.

3

I have paid all the bills due until I move out.

3

I have arranged a suitable way to drop my keys with the Landlord.

3

I have applied to have my deposit returned.

3





If you would like more information about the rights and responsibilities of Landlords, or have any questions about Private Sector housing matters, please contact us.

**Housing Services Private Sector Advice Team
North Ayrshire Council
Cunninghame House, 3rd Floor (East)
Irvine, KA12 8EE**

**Phone: 01294 324644 / Fax: 01294 324624
Email: psadvice@north-ayrshire.gov.uk
www.north-ayrshire.gov.uk**

The information contained in this leaflet is correct at time of print but is subject to legislative & other changes.

This document is available in other formats such as audio tape, CD, Braille and in large print. It can also be made available in other languages on request.

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر:

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

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