



**Dear Landlord,
Please complete this checklist for your new tenancy. It is important for us to have this information so that we can ensure that your property is cared for and maintained to the appropriate standard.**

- Lights:
 - In working order? Yes / No
 - Sufficient? Yes / No
 - Extra bulbs present? Yes / No

- Stove:
 - Elements all working? Yes / No
 - Grill works? Yes / No
 - Oven clean? Yes / No
 - Warming Drawer clean? Yes / No

- Fireplace:
 - Chimney present? Yes / No
 - Is it usable? Yes / No
 - Is it clean? Yes / No
 - Last cleaned / /

- Carpets:
 - Condition: New/Good/Worn
 - Replacement required? Yes / No
 - Last cleaned / /

- Doors:
 - Close properly? Yes / No
 - Are new ones needed? Yes / No
 - Any holes? Yes / No
 - Draughts? Yes / No

- Windows and curtains:
 - Cracks? Yes / No
 - Broken? Yes / No
 - New curtains needed? Yes / No
 - Mildew? Yes / No

- Bedrooms:
- Ventilation adequate? Yes / No
 - Storage available? Yes / No
- Garden:
- Lawns mown? Yes / No
 - Shrubs trimmed? Yes / No
 - Hedges trimmed? Yes / No
 - General tidiness: Good/Satisfactory/Poor
- Garage:
- Door in good repair? Yes / No
 - Tidiness? Good/Satisfactory/Poor
 - Security alarm? Yes / No
 - Access adequate? Yes / No
- Exterior:
- Joinery in good repair? Yes / No
 - Cladding OK? Yes / No
 - Spouting intact? Yes / No
 - Pathways clean and clear? Yes / No
 - Chimneys stable? Yes / No
 - Drainage
 - Storm water OK? Yes / No
 - Septic tanks present? Yes / No
 - When last pumped out? / /
 - Smelly? Yes / No
 - Tanks
 - Water levels OK? Yes / No
 - If low, arrange to be filled for first tenant.
 - Pumps Yes / No
 - Working satisfactorily? Yes / No
- Power Meter:
- Reading taken Yes / No
 - Hot water off? Yes / No
 - Reference details noted? Yes / No
 - Connection no.
 - Power Company used