



House hunting checklist

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ARTS
UNIVERSITY
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BOURNEMOUTH

<p>LOCATION: Is the property conveniently situated for getting to AUCB? Are there shops, a launderette, etc. nearby? Is it on a bus route to the University, town centre, etc.? Is there car parking available if you need it? What about visitors' parking?</p>	<p>NOTES:</p>
<p>OUTSIDE: Does the roof look sound? Are there any slates or tiles missing? Have the gutters got plants growing out of them? Is there any guttering missing? Is there any sign of damp? Does any of the woodwork look unsafe or rotten? Do all the windows open? Is there room to store a bicycle? Is the garden/shed clear of rubbish?</p>	<p>NOTES:</p>
<p>GAS & ELECTRICITY: Does the landlord hold a current gas safety certificate? Does the cooker work? Check the thermostat on a gas cooker. What type of heating is there? Is it adequate? Do any gas/electric fires work? How is the heating, electricity, gas paid for? Do all light switches work? Are there enough sockets? When was the wiring last checked?</p>	<p>NOTES</p>
<p>PLUMBING: Try all the taps. Does the toilet flush properly, and not leak? How is the water heated? Is there a good supply of hot water? Are the pipes in the lofts & cupboards lagged? If there is no natural ventilation in the bathroom there should be a (working) ventilation fan.</p>	<p>NOTES:</p>
<p>INTERIOR: Is there any sign of damp/mould or musty smell? Windows must open directly to external air and the openable area should be at least 1/20th of floor area. Are carpets clean and properly fitted on stairs? The minimum size for a single bedroom should be 91 sq.feet.</p>	<p>NOTES:</p>
<p>FURNITURE/FURNISHINGS: Is it all in good condition? Is there enough for all the tenants? Check if any furniture belongs to the present tenants. Check all soft furnishings and mattresses have a fire safety label attached stating it meets the requirements of the Furnishing Regulations 1988</p>	<p>NOTES:</p>

<p>SECURITY/SAFETY: Check the security of all outside door locks and windows. Who else has keys to the property? Is there an outside light? Is access to the back of the property secured by a lockable gate? Is there a fire blanket and/or smoke alarm? Can you get out of the house in the event of a fire?</p>	<p>NOTES:</p>
<p>OTHER THINGS TO CHECK: How much is the rent? Does this include electricity, hot water, etc.? Will you require a guarantor? Who pays the water/sewage rates? How much is the deposit? Who holds the deposit? How long is the tenancy agreement for? Have you read & understood the conditions? What does it say about notice? Are all repairs/improvements promised by the landlord written in to the contract? What services is the landlord providing? Check gardening, window cleaning, lighting of common parts & refuse disposal.</p>	<p>NOTES:</p>
<p>BEFORE MOVING IN: Have you made an inventory of all the furniture and equipment and has it been agreed with the landlord? Have you made a note of the condition of the property? If possible take photographs. Have you paid a deposit & if so, have you got a receipt? Have you got a copy of the tenancy agreement? Do you know the landlord's address and telephone number? Do you have possessions insurance - check the landlord has his contents insured? Make sure previous tenants have paid outstanding gas/electric/phone bills.</p>	<p>NOTES:</p>
<p>WHEN MOVING IN: Take electricity & gas meter readings immediately and inform service providers. Check whether you need a T.V. licence - one licence will cover all the sets in a shared household, but individual tenancies will need individual licences as will TVs in locked bedrooms.. Are there any repairs which need doing? Inform the landlord in writing. Keep records of any correspondence. Council Tax - you are exempt if all tenants are full time students. We will notify Bournemouth Borough Council of your local address. If you will not be living in Bournemouth an exemption certificate can be obtained from Student Services. You may be liable for council tax if your tenancy starts before your enrolment date or if it ends after the last day of your course. Larger groups need more organisation – work out who will organise the payment of which bills, report repairs and do the washing up!!</p>	<p>NOTES:</p>