

Moving In

Moving in to a new property is a really exciting time but there are also lots of important things to think about. We've set out the key things you need to do before and after moving into a new home.

Before you move in:

- Check your paperwork to make sure you've done everything you have to do to get the keys e.g. paying deposit
- Make arrangements for paying the first rental instalment in advance. This may be before your loan payment so it is worth checking the date with your Landlord when you sign the contract.
- Provide a signed guarantor form if necessary
- Set up standing orders for future rent payments. If you're on a joint contract make sure all of the other joint tenants have done what they need to do too, especially if you signed up several months in advance.

Move in day:

- Complete an inventory – it's extremely important that you have a record of the condition of the property and what is provided; it will be crucial in the event of any deposit dispute when you move out. The landlord/agent should provide you with an inventory but if not, you can use our template, [available here](#)
- Take photos of any damage (and include these details in your inventory)
- Report any issues in writing (email is fine) to the landlord/agent and keep a copy. Even if the damage isn't bad or isn't something you need the landlord to fix, still make a note of it just to be clear that you didn't cause it. If you don't, the charge for repair may be taken out of your deposit.
- If things do need fixing/replacing, give the landlord a reasonable period of time to put things right after you've written to them
- Take meter readings and contact the utility suppliers to get the bills in your name (put all joint tenants on the bill if applicable). There is lots of helpful advice on how to find out your current supplier on the [Citizens Advice website](#).
- Even if bills are included in your rent, you should still take readings if you have access to the meters to avoid any dispute about your usage

First week in the property:

- Find out from your local council when your bins get emptied and how your local recycling schemes work
- Introduce yourself to your neighbours. This can help reduce risks of future disagreements and can also help reduce the risk of burglary
- Get to know the local area and scope out useful places such as local shops or a doctor

Things to remember:

- You should receive confirmation that your deposit has been protected within 30 days of paying it to your landlord or letting agent. This information is a legal requirement and you should write to your landlord/agent if you haven't received this information. We can help you with this.

- Under the terms of Liverpool's Selective Licensing Scheme, your landlord/letting agent should provide you with an information pack containing the following documentation:
 - A copy of the license for your property
 - Name, address and emergency contact number for the landlord or managing agent
 - Copies of the current gas, electrical safety and energy performance certificates
 - Statement of the terms of the tenancy agreement
 - Details of arrangements for the storage and disposal of waste
 - HMO license (if necessary)
 - How to rent Guide