

Private tenant checklist

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

Before you move in checklist

1. I have viewed the property, and it meets my needs.
2. 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 Scottish Landlord Register or called the Landlord Registration team on 01294 324305 to check.
4. If repairs are required or improvements promised, the Landlord has put this in writing.
5. If you intend to have pets or smoke in the property, make sure that the landlord will accept this.

Property standards checklist

1. All privately rented properties should meet minimum property standards. Before you move in you should make sure that the property:
2. Is structurally stable.
3. Is free from damp and is wind and watertight.
4. Has good lighting and ventilation.
5. Has hot and cold water in the kitchen and bathroom.
6. Has a shower or bath.
7. Has a toilet that is not shared with other houses.
8. Has a safe supply of gas and all gas installations are in good repair and working order.
9. Has a safe supply of electricity and electrical installations are in good repair and working order.
10. Has a safe supply of electricity and electrical installations are in good repair and working order.
11. Has a satisfactory cooking facilities.
12. Has a suitable system for draining and disposing of water.
13. Has at least one smoke detector on each floor and in each room used for general living purposes. All fire alarms must be interlinked.
14. Has a carbon monoxide detector ceiling or wall mounted in each room where there is a gas appliance and a heat alarm in the kitchen.

Signing up and moving in

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

Checklist for tenancy documents

1. My landlord has given me a written tenancy agreement.
2. The tenancy agreement includes my landlord's (and their agent's, if they have one) name and address.
3. Tells me how long the tenancy is for.
4. Tells me how much the rent is and when I should pay it.
5. Is signed by me, my landlord and a witness.
6. Explains the circumstances where my landlord may be able to request my deposit is withheld
7. My landlord has given me a Tenant Information Pack.
8. I have signed the acknowledgment form in this pack
9. My landlord will pay my deposit into a tenancy deposit scheme and inform me of this within thirty days.
10. My landlord has given me a copy of the current gas safety certificate for the property.
11. I have agreed and inventory (noting the condition of the property and any goods or appliances provided) and signed it.

Checklist for safety checks and other requirements

1. My landlord has an electrician carry out a safety check and provides me with an electrical safety certificate.
2. I have told the Council I now live in the property – by calling them on 01294 310000 or by filing 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.

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.

1. I take care of the property.
2. I let my landlord know when repairs are required.
3. I give access to my landlord and contractors to inspect and carry out repairs.

4. I pay my rent on time. If I have any problems or a change of circumstances, I will let my landlord (and Housing Benefit) know.
5. I ask permission when I want to redecorate.
6. I am nice to my neighbours.

Ending your tenancy

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.

1. I have given my landlord appropriate notice (at least four weeks) that I am leaving. The amount of notice you are required to give will be laid out in your tenancy agreement.
2. I have left the property in a good condition.
3. I have paid all the bills due until I move out.
4. I have arranged a suitable way to drop my keys with the landlord.
5. I have applied to have my deposit returned.

Contact details

If you would like more information about the rights and responsibilities of landlords, or have any questions about housing matters please email the [Private Sector Team](#), visit our website or telephone 01294 324644.

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