TenancyVault

Move-In Checklist

Meters, Alarms & Photos

England

England: record meter readings, keys, condition and alarm tests. This checklist does not replace safety inspections, document delivery or other tenancy-start duties. Note unresolved faults and disagreements; a signature is not a safety certificate.

PROPERTY & TENANCY DETAILS

PROPERTY ADDRESS

MOVE-IN DATE

TENANT NAME(S)

TENANCY START DATE

LANDLORD / AGENT NAME

INSPECTION CARRIED OUT BY

METER READINGS

UTILITY	LOCATION / SERIAL NO.	READING	DATE & TIME	SUPPLIER
Gas				
Electricity (main)				
Electricity (off-peak/night)				
Water				

SMOKE ALARM TESTS

LOCATION	FLOOR	ALARM TYPE	TEST DATE	TEST RESULT	TESTED BY
				☐ Pass ☐ Fail	
				☐ Pass ☐ Fail	
				☐ Pass ☐ Fail	

England: at least one smoke alarm on each storey used as living accommodation. Check required alarms work on the day a new tenancy begins.

CARBON MONOXIDE ALARM TESTS

LOCATION / NEAR WHICH APPLIANCE	TEST DATE	TEST RESULT	TESTED BY
		☐ Pass ☐ Fail	
		☐ Pass ☐ Fail	

England: a CO alarm is required in each room used as living accommodation containing a fixed combustion appliance, except a gas cooker. Repair or replace faulty required alarms as soon as reasonably practicable after being informed and finding a fault.

KEYS & ACCESS

KEY / ACCESS ITEM	QTY GIVEN	QTY RETURNED AT END	NOTES
Front door key			
Back door key			
Letterbox key			
Window key			
Other (e.g. fob, garage, communal)			

PHOTO LOG

FILE NAME / REFERENCE	ROOM / LOCATION	DESCRIPTION	DATE TAKEN

SIGNATURES

LANDLORD / AGENT NAME

TENANT NAME(S)

SIGNATURE & DATE

SIGNATURE & DATE