

Tenants' rental checklist - helping you find the perfect home

Completing this form will assist you in collecting detailed information about the properties you view, allowing you to compare them against each other and ultimately help you decide which property you'd like to live in.



Address:
Landlord / agent name:
Contact details:

THE PROPERTY	Yes / No
Are you happy with the location? Is it well placed for work/studies/school/local amenities/public transport/social life? You should also consider whether it's clean and safe.	
Are you happy with the property? Are both the inside and outside well-kept - you should look for signs of damp, damage and potential structural issues etc.	
Is the property big enough for your requirements? Think about whether, as well as bedroom space, there is enough living space in communal rooms and whether all your furniture will fit.	
Does everything work? Check the lighting, heating, water and appliances where possible.	
Does it have everything you need? Think about how important things like internet access, a telephone line and storage are to you - does the property meet your needs?	
Are the current tenants happy with the property? Ask them if they've had any difficulty, what that was and if necessary how quickly it was resolved.	
RATE THE PROPERTY	/10

THE SAFETY OF THE PROPERTY	Yes / No
Has the landlord obtained a current gas safety certificate? It is a legal requirement for the landlord / agent to obtain a gas safe certificate that has been provided by a Gas Safe engineer, within the past 12 months - otherwise it's invalid.	
Has the landlord shown you a valid Energy Performance Certificate for the property? It is a legal requirement for the landlord / agent to obtain an energy performance certificate	
Are there smoke alarms and do they work?	
Is there a burglar alarm and does it work?	
Do all doors and windows lock correctly and securely?	
If a House in Multiple Occupation (HMO) does each door have an individual lock? You may wish to ask your landlord for locks on bedroom doors if they are not already in place.	
RATE THE SAFETY OF THE PROPERTY	/10

THE LANDLORD / LETTING AGENT	Yes / No
<p>Do you like / trust the landlord / agent? It may seem very trivial, but an amicable relationship will be a huge benefit towards the end of the tenancy, particularly if the return of the deposit is disputed.</p>	
<p>Are they reliable? Are they a member of a landlord association such as the RLA, or if they're an agent do they carry the 'Safe Agent' accreditation? Have they provided you with full contact details for future enquiries?</p>	
<p>If a landlord, are they registered with their local authority and what is their status?</p>	
<p>Are the current tenants happy with the landlord? Do they find them easy to contact, responsive and helpful?</p>	
<p>If an HMO, have you seen the copy of the HMO licence? A property is an HMO if it is over three storeys, or occupied by five or more people who form more than one household.</p>	
RATE THE LANDLORD / LETTING AGENT	/10

OTHER QUESTIONS TO ASK THE LANDLORD / LETTING AGENT	Yes / No
<p>Are you paying for rent only? Some landlords may include utility bills, council tax, TV licence and cable/sky TV for example - so it is worth checking what your payment covers.</p>	
<p>Are the fees reasonable? The best way to check this is by asking a few landlords/agents to get an idea of standard costs.</p>	
<p>Is there a rental deposit as well as monthly rent payments? Ask how much and when these payments will need to be made.</p>	
<p>Are you responsible for maintaining the garden? This is a common cause of disputes and best to establish as soon as possible.</p>	
<p>Are you responsible for maintaining any internal fixtures and fittings? All this should be contained in your tenancy agreement if you go ahead with the property but it is best to ask as it may help you decide between properties.</p>	
<p>Will a full check-in and check-out inventory report be performed? You should be present for both check-in and check-out and sign to say you're happy with the condition of the property on both occasions. Photos should be taken of the property as part of this. Top tip: Take your own photos if you have concerns.</p>	
<p>Has your landlord / agent asked you to sign a tenancy agreement and are you happy with its contents? Always insist on a tenancy agreement, it protects you as much as the landlord / agent. If you're unsure of anything when you get your tenancy agreement, why not ask someone else to have a look. It could be a family member, friend or legal professional.</p>	
<p>Has the landlord / agent provided the details of the tenancy deposit protection scheme they will use to protect your deposit? The LPS Scotland is Government approved. If they mention any other scheme, ensure that it has Government approval.</p>	
<p>Has the landlord / agent issued you with all the Relevant Information? This is a requirement of the tenancy deposit protection scheme - the landlord / agent may add this to your tenancy agreement or provide it separately. Visit www.lettingprotectionsotland.com for more detail about the Relevant Information.</p>	
HAVING CONSIDERED ALL THE INFORMATION, HOW HAPPY DO YOU FEEL ABOUT RENTING THIS PROPERTY?	/10

Please note: This is for information purposes only and is not an exhaustive list. It is not intended to constitute legal or other professional advice or be a legally binding document. We'd always recommend you seek legal or professional advice before entering into any kind of tenancy agreement.