

Property Viewing Checklist

This checklist outlines the key things that should be checked and discussed before a property is rented out. It will help to identify potential problems and if signed, acts as good evidence as to the original condition of the property in case of future disagreements.

Nothing in this document should add or take away from the guidance, and you don't have to use this template to complete your risk assessment. We have created this to help businesses go through the risk assessment process and document their findings. It can be freely copied and used but it is best completed on the computer as the boxes expand. We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely.

Property address:
Landlord address:
Landlord telephone number:

Property Information

Number of bedrooms	
Number of reception rooms (exc bedrooms, kitchens, bathrooms)	

**List of furniture and goods to remain as part of tenancy
eg fridge / freezer / cooker etc**

Neighbourhood Information

Distance from work/school	
Libraries	
Public transport	
Doctor	
Hospital	
Dentist	
Car parking arrangements	
Rubbish Collection Points and specific coloured bin days	

Tenancy Information

Please consider whether the property is affordable long-term

Tenancy duration	
Deposit amount	
Rent per week/month	
Utilities included in rent?	

Home Safety Checks:

Electrics:

Electrical installation should be tested at least every 10 years. Portable electrical equipment provided by landlords must be 'safe' for use. Electrical works must only be carried out by a qualified person to do so.

Year of last inspection	
Certificate available?	
Defect check: chipped or cracked sockets or light fittings.	
Landlord agreed to remedy?	

Gas:

Gas appliances must be inspected at least once a year by a “GasSafe” registered engineer.

Certificate of last inspection received:	
Basic check that heating/hob/hot water working.	
Defect check: Cracked / damaged appliances “sooty” deposits above gas fires or boilers.	

Fire Safety:

There should be a working smoke alarm in the property and a safe route of escape if a fire occurred. More than one alarm may be necessary in larger properties. Soft furnishings provided must be flame retardant and have a “kite mark” to show fire safety.

Smoke alarm(s) fitted and checked	
Soft furnishings checked for safety label	
Route of escape planned from each room	

Heating and Insulation:

All habitable rooms should have fixed space heaters capable of heating a room in cold weather. Insulation and draft proofing is important so that heat stays in the property

Type of Heating in each room	
Heating instructions provided?	
Loft / cavity wall insulated?	
Hot water cylinder insulated?	
Defect Check: Heaters/radiators property fixed in working order.	

Falls:

Stairs should be well constructed with hand rails where necessary; Window levels prevent children from easily falling out. Outside steps and paths should be reasonably level

Defect Check: Carpets are well sealed, particularly on stairs Windows either at reasonable, Height or have restraint fitted.	
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Dampness:

Properties should be free from serious dampness that leads to mould and damage to possessions. Dampness can be due to several factors, water rising from the ground, penetrating through the walls or roof, through a water leak or due to water condensing in the property.

Previous problems with dampness in the property?	
Defect Check: "Tide lines" along bottom of ground floor rooms (rising damp) staining on the upper floor ceiling (roof leak) staining on the wall/wall paper coming off (penetrating damp) mould around windows and in corners of rooms (condensation)	

Disrepair:

Properties should be free from damage. It is worth taking time to look around each room and look at the outside of the property to satisfy yourself that the property is in reasonable repair. Whilst your landlord has a duty to undertake reasonable repairs, you may find this difficult if you have moved into a property with existing disrepair.

Note down any problems that you have spotted here and let your landlord know.

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If you decide to rent out the property, complete the following:

Additional tenancy information

Emergency contact numbers eg if landlord / agent is on holiday	
Other emergency numbers eg plumber, electrician:	
Date rent payable	
Method of payment	
Date deposit paid and receipt given	

Utility information

Utility	Provider:	Meter reading and date taken:
Gas		
Electric		
Water		
Telephone		

Final Checks

Tenancy Agreement seen and understood:	
Inventory checked, agreed and signed:	
Repairs procedures explained:	

Declaration

We agree that the information outlined in this document is accurate as at the tenancy start date

Landlord signature	
Name printed	
Tenant signature (1)	
Name printed	
Tenant signature (2)	
Name printed	