

Moving into a new home

A useful checklist

Moving into your first home is a big step. Use this checklist to help you get organised before, during and after your move.

Before you move

- ☐ Read and understand your tenancy agreement

Make sure you know:

- ☐ How much rent you need to pay
- ☐ When your rent is due
- ☐ How long the tenancy lasts
- ☐ Who to contact if there is a problem with the property

Speak to your Personal Adviser about:

- ☐ Deposits and rent in advance
- ☐ Guarantor requirements
- ☐ Housing costs and budgeting
- ☐ Any financial support you may be entitled to receive

- ☐ Apply for Universal Credit if needed

Plan how you will pay for:

- ☐ Rent
- ☐ Food
- ☐ Utilities
- ☐ Travel

☐ Phone and internet

☐ Arrange contents insurance if appropriate

☐ Make a list of essential items you need for your new home

On moving day

☐ Collect your keys

☐ Take photos of every room when you move in

Check and photograph:

☐ Any existing damage

☐ Meter readings

☐ Furniture and appliances provided by the landlord

☐ Record gas, electricity and water meter readings

☐ Make sure smoke alarms are working

Check:

☐ Heating

☐ Hot water

☐ Cooker

☐ Fridge/freezer

☐ Locks and windows

Find out:

☐ Where the stopcock is

☐ Where the fuse box is

☐ Who to contact in an emergency

Set up your bills

☐ Contact the gas and electricity supplier

☐ Contact the water company

- ☐ Set up internet and broadband if required
- ☐ Register for Council Tax and check whether you are entitled to any discounts, exemptions or support
- ☐ Set up direct debits where appropriate
- ☐ Keep a record of account numbers and passwords in a safe place

Essential things to buy or check

- ☐ Bed and bedding
- ☐ Towels
- ☐ Pots, pans and cooking utensils
- ☐ Plates, bowls, cups and cutlery
- ☐ Cleaning products
- ☐ Washing-up liquid and bin bags
- ☐ Toilet rolls and toiletries
- ☐ Light bulbs and batteries
- ☐ First aid supplies

In your first week

- ☐ Register with a GP if you have moved area
- ☐ Register with a dentist if needed
- ☐ Update your address with:
 - ☐ Your bank
 - ☐ College or university
 - ☐ Employer
 - ☐ DWP/Universal Credit
 - ☐ GP and health services
- ☐ Learn when rubbish and recycling collections take place
- ☐ Introduce yourself to neighbours if you feel comfortable doing so

Staying safe

- ☐ Keep doors and windows locked when you go out
- ☐ Do not let strangers into the property
- ☐ Know who to contact if:
 - ☐ You feel unsafe
 - ☐ Something breaks
 - ☐ You are at risk of homelessness
 - ☐ You are struggling to manage at home
- ☐ Save important numbers in your phone, including your Personal Adviser and emergency contacts

Looking after your tenancy

- ☐ Pay your rent on time
- ☐ Open and read letters and emails
- ☐ Report repairs as soon as possible
- ☐ Keep your home reasonably clean and safe
- ☐ Ask for help early if you are struggling with bills, budgeting or managing your tenancy

Top tip: You do not have to figure everything out on your own. If you are unsure about something, contact your Personal Adviser as soon as possible. They can help you understand your options and access support when you need it.