




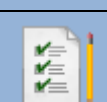











CHECKLIST for new Tenants

	TENANCY AGREEMENT	Keep a copy of your Tenancy Agreement. Understand the dates and Terms & Conditions.	
	DEPOSIT PROTECTION	Understand where your deposit is protected and keep the contact details, Deposit ID and Repayment ID safe. Clarke's use the DPS.	
	ENERGY PERFORMANCE CERTIFICATE	Have you received a copy of the properties Energy Performance Certificate? If Not Please Ask Your Landlord For A Copy Immediately	
	GAS SAFETY CERTIFICATE	Have you received a copy of the Gas Safety Certificate? If Not Please Ask Your Landlord For A Copy Immediately	
	CHECK IN	Have you confirmed your appointment to collect keys and check into the property? You may meet the Landlord or Clarke's at the property or collect keys from our Office. If your appointment is not confirmed we might not be there for you.	
	INVENTORY	Have you received the inventory (usually within 7 days of the start of the tenancy) ? REMEMBER to check it and confirm any changes with photo evidence within 7 days.	
	METER READINGS	Avoid additional charges, take gas and electric meter readings and inform the utility companies when you move in. To find out who your electric supplier is call 0835 026 2554 . And for gas call 0870 608 1524 – Please refer to your inventory for readings.	
	SMOKE & CO2 ALARMS	Smoke and CO2 Alarms are provided by the Landlord/Clarke's. You must test them regularly, replace batteries as required, and notify the Landlord/Clarke's if there is a problem.	
	TEST APPLIANCES	Avoid call out charges and understand how to use your appliances Test they are working when you move in. It's unlikely the original manual is still available, but most manufacturers provide manuals on line.	
	WHO IS MANAGING THE PROPERTY	Do you know who you must pay your rent to and contact when you have a query? Sometimes Landlords like to self manage, so you must contact them direct. If the Landlord wants Clarke's to Manage the tenancy then all contact is through us.	
	BINS & RUBBISH	Please contact your local council who will confirm Big Bin and Little Bin collection dates. Do not allow rubbish to build up at the property, you will be charged to have it removed. Please visit:- http://www.bournemouth.gov.uk/BinsRecycling/BinsandRecycling.aspx	
	MAINTENANCE	Landlords will maintain the structure of the property, the Gas, Electric and Water supply, and any appliances in accordance with the Inventory. Do you know who to contact in the event of an emergency.	
	AVOID COMMON PROBLEMS	Avoid charges - for example by smoking in the property, sub letting, keeping pets, locking yourself out, failing to heat and ventilate the property to remove condensation.	



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