

Tenant Checklist

Tenancy details

Address: _____

Tenant: _____

Landlord: _____

Date: _____

Meter readings

Gas: _____

Electricity: _____

Water: _____

Provided/checked

- Gas safety certificate
- Electrical safety test
- Furnishings comply with safety regulation
- Inventory
- Tenant information sheet
- Other: _____
- Keys handed over

Number & description of keys: _____

Deposit & rent payment

Deposit of \$ _____ paid to landlord to be held and used as per terms of tenancy agreement

First rental payment of \$ _____ paid to landlord as per term of tenancy agreement

Checked as being in working order

- Smoke alarms
- Burglar alarm
- Security lights
- Boiler
- Cooker
- Hob
- Microwave
- Fridge
- Freezer
- Internal lights
- External lights
- Television
- Extractor fans
- Shower
- Vacuum cleaner
- Other: _____
- Other: _____
- Other: _____

Declaration & Receipt

I have today taken possession of the above premises which I am renting in accordance with the terms of the tenancy agreement between myself and _____ dated _____ . I confirm that I have received the items listed above, including _____ sets of keys, that the meter readings are as noted, and that I have verified that the appliances and equipment listed are in working order.

Name of Tenant: _____

Signed: _____

Date: _____

Please note that this document is for reference purposes. You may wish to check with your local landlord association or obtain legal advice to make sure information is appropriate for your state.