**Viewing Checklist**

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| **Accommodation** |
| How many bedrooms are in the property? |  |
| How many bathrooms? |  |
| How many communal rooms (e.g. living rooms)? |  |
| How many kitchens? |  |
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| **Fire Safety** |
| Smoke detectors in each room – check they work |  |
| Carbon monoxide detectors, if gas used for heating or cooking |  |
| Gas safety certificate – ask to see a copy of this |  |
| Escape routes in case of fire – check any emergency exits are clearly signed and clear of any obstructions |  |
| Electrical sockets in good condition |  |
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| **Cleanliness** |  |
| Have the floors been vacuumed/swept? |  |
| Are all of the surfaces visibly clean? |  |
| Are all provided appliances clean – cooker/oven/fridge/freezer etc? |  |
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| **Security** |
| Effective locks on front door – does the door lock securely and tightly? |  |
| Number of locks on front door? |  |
| If property is a flat is there a secure entry system? |  |
| If secure entry system exists is it working? |  |
| Secure windows – check the windows open properly and close fully |  |
| Do the windows lock? |  |
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| **Money** |
| Which approved tenancy deposit scheme will the deposit get paid into? |  |
| Does the letting agent/landlord intend to charge any administrative/credit check fees? (Note, these types of fees are illegal) |  |
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| **Communal areas** |
| Who maintains common/stair lighting and cleaning? |  |
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| **Facilities** |
| Check the cooker works properly |  |
| Try all the taps, flush the toilet and turn on the shower to check the plumbing is working |  |
| In the bathroom is the sealing round the bath/sink in good condition? If not this can cause leaks  |  |
| Is the fridge/freezer working? |  |
| Is there a washing machine?  |  |
| Is there a vacuum cleaner?  |  |
| Are the electricity/gas meters easily accessible so you can take readings? Are they credit or prepayment meters?  |  |
| Is the property double-glazed? |  |
| Does the property have gas central heating? If so ask to see the boiler and check it turns on |  |
| If the property has electric heaters ask for these to be turned on to check they work |  |
|  |  |
| **Emergency and Maintenance** |
| Is there a number to call in case of emergencies? |  |
| If you are away from the flat and are expected to switch the water off, is the water mains readily accessible? |  |
| Are there any obvious repairs required to be done, such as broken windows or signs of leaks? |  |
| If please list below: |  |
| **Essential furniture** |
| If advertised as a furnished flat, is there a table/desk and sufficient beds and chairs for each tenant? |  |
| Is there at least 1 wardrobe/cabinet in each of the bedrooms for storing clothes? |  |
|  |  |
| **Local Area** |  |
| Roughly how close is the nearest supermarket/convenience store? |  |
| Roughly how close is the nearest bus stop/train station/subway if applicable? |  |
| **Any other notes** |  |
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