

## PAVS - Checklist

Please inspect the following and insert a ✓ if you're happy the category has been met and an X if not, write any additional comments you have in the blank space below each category:

<b>Accommodation</b>	
How many bedrooms are in the property?	
How many bathrooms?	
How many communal rooms (e.g. living rooms)?	
How many kitchens?	
<b>Fire Safety</b>	
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	
<b>Cleanliness</b>	
Have the floors been vacuumed/swept?	
Are all of the surfaces visibly clean?	
Are all provided appliances clean – cooker/oven/fridge/freezer etc?	
<b>Security</b>	
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?	
<b>Money</b>	
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 are illegal, but you are not expected to challenge these at the viewing)	
<b>Communal areas</b>	
Who maintains common/stair lighting and cleaning?	
<b>Facilities</b>	
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	
<b>Emergency and Maintenance</b>	

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:	
<b>Essential furniture</b>	
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?	
<b>Local Area</b>	
Roughly how close is the nearest supermarket/convenience store?	
Roughly how close is the nearest bus stop/train station/subway if applicable?	
<b>Additional Comments</b>	
If you have any other comments or information you think the prospective tenant(s) should know about please record these in the space below:	