



Viewing a privately rented property

It is essential that you make sure you take enough time to check the exterior and interior of a property as closely as possible. The property checklist will help to prompt you to identify potential problems and hazards, before you commit to the property.

Use this checklist to inspect the property and may be used as evidence that the landlord is not keeping the accommodation to the required legal standards of health and safety. This document is also available on Tameside MBC website under Housing Services.

Rental Property Checklist

Fill in notes underneath so that you can remember every point

Property Address:
Landlord/Agent Telephone number:
Other useful contact number if landlord/agent is on e.g. holiday:
Other emergency numbers e.g. plumber, electrician:
Minimum length of tenancy:
Deposit Amount:
Rent Amount per week/month:
Furnished Properties only - List of furniture and goods to remain e.g. Chairs, Table, Cooker, Washing Machine, Fridge/Freezer, Other:

Meeting minimum standards

Tenancy Agreement seen and understood:
Inventory checked and signed:
Repairs procedures explained:
Utility provider details:
Gas
Electric
Water
Meter Readings & date reading was taken:
Gas
Electricity
Water
Rubbish Collection day:
Neighbourhood information:
Distance from work/school
Libraries

Public Transport

INTERNAL - Basic factors to be considered in more than one room.

Electrics

Ask to see copies of the electrical safety certificate, typically labelled NICEIC

Carry out a basic visual check to identify hazards e.g. check condition of electrical sockets, are they chipped or cracked?

Ensure there is adequate natural and artificial lighting throughout the property?

Gas – Important

Ask to see copies of the Gas Safe certificate. A gas boiler should be serviced annually and service records including a gas certificate should be made available.

Carry out a basic visual check to identify hazards e.g. check condition of all gas fires. Turn them on full to make sure they are working.

Look for soot like marks on the appliance E.g. boiler/gas fire or on the surrounding wall.

Heating notes

Ensure each room/unit of accommodation is provided with space heating i.e. radiators/fixed gas or electric heaters. Kitchens and bathroom are traditionally the most likely room to be lacking a radiator. Heating would normally be provided in the hallway and on the landing.

Have you been given instructions for the boiler? Make sure the heating and hot water are working

Check how many radiators there are in each room?

Ventilation

Ensure that all rooms have adequate ventilation throughout the property.

Check that all windows can open and that extractor fans work.

Dampness

Check for staining on walls, mould growth, peeling wallpaper etc. If furniture is placed against a wall, do not be afraid to move it.

Doors Notes

Are all the doors in good working order? i.e. Can be opened and closed with ease; good repair; good fit to frame/draught free; are all the locks working correctly ?

Windows

Are all windows in good working order? E.g. can be opened and closed with ease; no defective timbers; good fit to frame/ draught free; working catches; no broken glazing etc?

Are the keys available for all window locks?

Fire Prevention

If the property has smoke alarms or emergency lighting fitted, check that they are working. Most alarms have test buttons.

Furniture

Soft furnishings provided by the landlord must be fire retardant, in accordance with the Furniture & Furnishings Regulations. Check for a label, which is located on the frame of the furniture or under cushions. The label should show the British Standard Institution kite mark, proving that they are fire resistant.

Flooring and carpets

Check for uneven or loose floorboards

Note the condition of carpets. Make sure faults are recorded on the inventory prior to occupation.

EXTERNAL - Basic factors to be considered

External Notes

Is the main fabric of the property free from disrepair e.g. roof in good repair; render/ brickwork in good order?

Is there safe access to the front and rear of the property i.e. are steps suitable and safe - Is there a handrail?

Are the gutters and down pipes damaged, leaking or filled with vegetation?

Are the waste pipes, gullies, or soil vent pipes secured properly with brackets? Gullies should be clear. Check for cracks in the pipe.

Are the boundary walls, fencing, outbuildings or sheds in a safe and secure condition?

Ask where the gas and electric meters are. Are they card meters? Is there a water meter?

Where is the stop tap, does it work?

Is there a fuse box or RCD detectors?

ROOM BY ROOM

Kitchen

What is the kitchen layout like? The kitchen can be a busy room and a large proportion of household accidents occur in the kitchen e.g. safe position of cooker in relation to doorways.

Are the kitchen fixtures and fittings in good condition and can be easily cleaned? e.g. cooker, sink, drainer, work surfaces, fridge/freezer, cupboards, extractor fan.

Have you been given instructions for the fittings e.g. washing machine?

Is there enough storage and space for preparation of food? I.e. Min of 2 base and 2 wall units; and a continuous work surface for the safe preparation of food.

Run the hot and cold water taps ensuring the supply is adequate and the water runs away properly.

Is there enough natural ventilation? e.g. do the windows open and close easily. Ensure that there is no mould growth present.

Are there enough electrical sockets in a safe position? i.e. not over sink or cooker. It is recommended that a minimum of 3 double sockets are available for use.

Bathroom/WC

Run the hot and cold water taps ensuring the supply is adequate and the water runs away properly.

Run your fingers over visible pipe work to check for any leaks.

Are all the basic amenities i.e. toilet/wash hand basin, bath/shower, fitted securely and in good working order?

Is there sufficient natural/artificial ventilation? E.g. do the windows open and close easily.

Ensure that there is no mould growth present.

Stairs/Hallway/Landing

Are the stairs in good repair?

Are there any gaps where a child could easily fall through e.g. gaps between spindles.

Open tread staircases?

Does the banister/ handrail create a climbing hazard for children?

Is there enough lighting in the common parts of the property?

Can light fittings be easily accessed to change the bulbs?

Are the handrails/banisters secure?