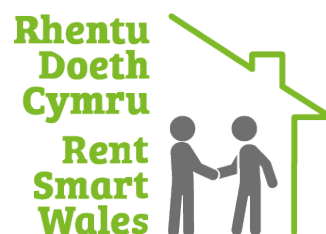


Start of Contract Checklist

This checklist can be used by landlords and agents and given to tenants (contract-holders) at the start of the contract.



Address of Property	
Landlord/Agent Contact Details	
Contract-Holder(s) Name(s)	

Documentation

Tenant (contract-holder) - We are required to provide you with all of the documentation specified in the table below. Check to ensure that you have received the documentation and read the guidance notes which explains what the documents are.

Document Name	Date Provided	Guidance
Written statement of the occupation contract		A written statement of your occupation contract must be provided to you within 14 days of your occupation date. It sets out the responsibilities of the landlord and tenant(s) (contract-holder(s)).
Notice of Landlord's Address		You must be provided with the information within the standard form, RHW2 , it will provide you with the landlord's name and contact address. This information must be provided to you within 14 days of your occupation date.
Inventory*		* Required unless there is an agreed amendment within your occupation contract to not have an inventory. This is a report which details the condition of the property prior to your occupation date, and you should be provided with the inventory within 14 days of your occupation date. You should be given 14 days to provide any comments. It is important that you read through the inventory and check the property to make sure you agree that the inventory is correct.
Tenancy Security Deposit Required Information*		*If you have paid a tenancy security deposit. You must be given clear information within 30 days of paying a deposit about how the deposit is being held, including where it is held, and details on how to get your deposit back at the end of the contract. Information includes a deposit certificate and the Tenancy Security Deposit Scheme's Terms and Conditions / Tenant Information Leaflet. Keep this information safe as you may need to refer to it at the end of your contract.
List of tenant fees		This is a list of fees that you may be liable for before, during or after your contract.
'Tenant's Guide' published by Welsh Government		This guide will provide you with helpful information that you should refer to throughout your contract.
Privacy notice		This will inform you of how we store and use your personal information.

Certification

Tenant (contract-holder) - We are required to provide you with the certificates specified in the table below. Check to ensure you have received the certificates and check the certificates too to make sure your property is safe.

Certificate	Date Provided	Expiry Date	Guidance
Gas Safety Record			The Gas Safety Record evidences that the gas installation and appliances at your property have been tested. Check the Gas Safety Record to make sure that it states the gas installation and appliances are safe. Gas Safety Records only last for 1 year and you should receive a new one every year.
Electrical Installation Condition Report			The electrical installation condition report evidences that the electrical installation at your property has been checked. Check the report to make sure the installation is satisfactory and that there are no urgent works required. These reports normally last for 5 years but ensure you check the date when a new inspection and report is required.
Energy Performance Certificate			This certificate will inform you of your property's energy performance rating. The rating will be between A-G. If your property is an F or G rating, then the property should not be rented out unless the landlord has registered an exemption.

Carbon Monoxide and Smoke alarm systems

Tenant (contract-holder) - We are required to ensure that your property has appropriate alarms installed. There may be additional alarm systems required depending on your property, but the following table details the minimum that is required.

Alarm Type	Date Alarm Checked	Guidance
Carbon Monoxide Detectors		There must be a carbon monoxide detector in every room that has a fuel burning appliance (i.e: boilers, gas hob, gas fire, wood burning stove, open fireplace). These detectors will give you a warning when the level of carbon monoxide in the room is dangerous.
Smoke detectors		At a minimum your property must have a mains interlinked smoke alarm on every floor of the property to provide you with a warning if there is a fire.

Holding Deposit

Tenant (contract-holder)

The table below details what has happened to your holding deposit (if one was taken).

Holding Deposit Amount	Date Holding Deposit Taken	What has Happened to the Holding Deposit?	Guidance
			<p>The holding deposit you paid should have been the equivalent to 1 weeks rent (monthly rent divided by 4.35).</p> <p>We must either:</p> <ul style="list-style-type: none"> return the holding deposit to you, or use it towards the first months rent or as part of the security deposit. <p>There are some circumstances where the holding deposit does not need to be returned, these are:</p> <ul style="list-style-type: none"> Tenant providing false and misleading information intentionally, or Tenant failing to enter into the contract (in certain circumstances only).

Keys, alarms and access codes

Tenant (contract-holder) - We have provided you with all of the keys for the access points of your property as detailed in the table below. The table also specifies any alarm and / or access codes for the door entry systems.

Access Point (e.g: front door)	Keys, Access Codes, Alarm Codes (e.g: 2 keys provided, alarm code is...)	Notes

Utilities Information

Tenant (contract-holder) – the table below shows the current information relating to the utility providers supplying your property. You can change utility provider without authorisation but please inform us if you do change provider.

Service	Supplier	Tenant Responsible? (Y/N)	Meter Reading at Start of Contract	Location
Electricity				
Gas				
Water				
Broadband				

Utilities Emergency Information

Tenant (contract-holder) – the table below details the location of the electrical consumer unit (fuse box), the gas isolation valve and the water stop cock.

Item	Location
Electrical Consumer unit (fuse box)	
Gas Isolation Valve If you do smell gas? <i>Call this free number for reporting suspected gas escapes 0800 111 999</i>	
Water Stop Cock	

Additional Information

Tenant (contract-holder) – the table below details additional information that you may need during your contract.

Additional Information	Details	Document Provided? (Y/N)
How to report repairs		
Emergency/out of hours landlord/agent contact details		
Our complaints procedure		
User manuals for provided appliances		
Waste collection services at your property, the collection day and recycling facilities		
Insurances – contract-holder responsibilities		
Garden contract-holder responsibilities		

Local Amenities and Services

Tenant (contract-holder) – the table below details the local amenities and services.

Local Amenity / Service	Details
Local Authority (Council Tax, Waste Management, etc)	
Local GPs	
NHS 111 ☎ 111	
Pharmacies	
Police non – emergency number ☎ 101	
Citizens Advice Bureau ☎ 08007022020	

I, [landlord, agent] confirm that I have provided all of the details, documents and certificates specified in the tables above to the tenant (contract holder).

Name	Signature	Date

I/We, the tenant(s) (contract holders) confirm that we have received all of the details, documents and certificates specified in the tables above.

Name	Signature	Date

I/We, the tenant(s) (contract holders) confirm that we are happy to receive information about the contract electronically to the below address:

Name	Signature	Email Address	Date

Links to Documents for Landlord/Agent Use

Please see below links to documents / webpages that can be sent to the tenant (contract-holder).

<u>Is it damp or condensation?</u>
<u>Am I allowed a Pet?</u>
<u>Advice on Carbon Monoxide</u>
<u>Electrical tips on living together safely</u>
<u>Guidance on legionella</u>
<u>Tenant's Guide published by Welsh Government</u>
<u>Rent Smart Wales Tenant (Contract-Holder) page</u>
<u>Welsh Government Renting Homes – Guidance for tenants</u>
<u>Welsh Government Renting Homes – Forms for tenants (contract-holders)</u>

Mae'r ddogfen hon ar gael yn Gymraeg. / This document is available in Welsh.