



Checklist for moving in

Check the inventory and send it back to the landlord/agent

Check through the inventory with your landlord/agent on the first day of the tenancy. You should then have a further seven days to do a more thorough check of the property. Let the landlord/agent know in writing if you do not think the inventory is accurate and why. Take photographs if necessary as evidence. If the landlord does not give you an inventory, make one of your own. **Keep a copy!**

Contact providers of:

- Gas and/or electricity
- TV subscriptions
- Water and Sewerage
- Internet connections
- Telephone

As soon as the tenancy starts, if your rent does not include bills, contact the utility companies who supply the house. Tell them the date the tenancy started, the names of those who live at the property and give them the meter reading. If you don't do this, you could end up paying the previous tenants' supply costs. You can usually choose from a variety of payment methods.

Your landlord should tell you which company/companies supply the utilities to the property and will show you where any meters are.

If the landlord does not know who supplies the property, the following organisations should be able to tell you:

Gas – National Grid Metering 0870 608 1524
Electricity - CE Electric MPAS team 0845 330 0889

Remember if your name is on the account for any of these utility cost or services you are liable for the debt. Think carefully about how you are going to manage these accounts as a group.

Get contents insurance

Make sure your valuables are insured. Shop around for the best deals.

Ask about how the heating and other appliances work

Ask the landlord to show you how the heating system and other appliances work. Contact the landlord if something goes wrong with these during the tenancy.

Register for Council Tax exemption

Provided that you and all adults living in your accommodation are full time students you should not have to pay council tax. You should apply online to York City Council for exemption (as a household group)

http://www.york.gov.uk/info/200539/council_tax_discount/159/council_tax_discount/7

If there is a problem with your online application for exemption, you should supply the council with a Student Exemption Certificate. You can request this via e:Vision.

Get a TV Licence

A TV licence is required if you watch any live TV or BBC iPlayer. If all residents have signed the same tenancy agreement you only need one TV licence for the property. If each resident has signed an individual tenancy agreement for a particular room, each resident will need a licence. This can be set up online or over the telephone. There is a large fine if you do not pay for a TV licence.

Find out about rubbish collection and recycling

You are responsible for putting your rubbish out for the council to collect each week. The landlord should tell you which day of the week you need to do this and where you should leave the rubbish bags or wheelie bin. There is no charge for the weekly collection but at the end of the tenancy make sure you dispose of all your rubbish appropriately. For a small charge, the Council will remove any large items. Ask your landlord or City of York Council (01904 551551) for advice.



A guide to moving into private sector accommodation

Be a good tenant

- Know your rights and responsibilities
- Tell your landlord immediately about ANY faults or problems with the property or contents – if it's your fault, OWN UP and agree a solution
- Be familiar with the terms of your tenancy agreement – and keep to them!
- Replace light bulbs when necessary and test smoke alarms regularly
- Remember joint tenants are responsible for the conduct of housemates and visitors



Be a good neighbour

- Put out your rubbish and recycling on the right days!
- Introduce yourself to your neighbours – respect their work and sleep patterns
- Be part of the community – fit in where you can

Be a good housemate

- Treat your housemates with *dignity* and *respect*
- Agree on how to share responsibility for utility bills
- Arrange a rota for housework (yes, really!)
- Don't leave dirty dishes around (or in your room)
- Always ask before you invite a friend to stay – especially if it's your parents or partner
- Let your housemates know if you're planning to be away
- Respect others' quiet times and study times
- Address disagreements politely as they arise
~ *Don't let things get out of hand*



Get in touch

Student Support and
Advice Team

student-
advisers@york.ac.uk