



P&S PROPERTY

Solutions

TENANT WELCOME & MOVE-IN GUIDE

A simple checklist to help you settle into your new home.

Welcome to your new home!

Thank you for choosing P&S; PROPERTY Solutions. Please keep this guide handy before and during your move-in.

1. BEFORE MOVING IN

- Sign your tenancy agreement.
- Pay the agreed rent and deposit.
- Complete your Right to Rent checks and provide any outstanding documents.
- Confirm your move-in date, time and key collection arrangements.

2. ON MOVING-IN DAY

- Check all keys work correctly.
- Check heating, hot water, lights and appliances.
- Test the smoke and carbon monoxide alarms.
- Take photos of every room, including any existing marks or damage.
- Photograph all meter readings and keep a copy for your records.
- Review the inventory and report anything that is missing or incorrect promptly.

3. SET UP YOUR UTILITIES

- Gas and electricity - contact the suppliers and provide opening meter readings.
- Water - contact the relevant water company and provide a meter reading where applicable.
- Council Tax - register with your local council.
- Internet/TV - arrange your own service if required.

4. LOOKING AFTER YOUR HOME

- Keep the property clean and in good condition.
- Ventilate rooms and use heating appropriately to help prevent condensation and mould.
- Report repairs or maintenance problems promptly.
- Do not make alterations or redecorate without permission where required.
- Keep gardens and external areas reasonably maintained where this is your responsibility.

5. REPORTING REPAIRS & EMERGENCIES

- Use the agreed P&S; Properties repair-reporting method for maintenance issues.
- For urgent situations such as a major water leak, serious electrical fault or smell of gas, follow the emergency instructions provided with your tenancy documents.

6. IMPORTANT CONTACT

P&S; PROPERTY Solutions

Website: www.pandsproperties.co.uk

Please save your property manager / emergency contact details in your phone.

Please report problems early - good communication helps us resolve issues quickly and keeps your tenancy running smoothly.

Welcome to your new home. We wish you a happy and comfortable tenancy!