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EST. 2009

A TENANT'S GUIDE TO A SUCCESSFUL TENANCY

ESSENTIAL INFORMATION FOR RESIDENTS BY CHARLES J HARRISON

Section 1: Moving In & Settling Well

- The Move-In Inventory: On the day you move in, you will be provided with a professional inventory report. Please review this carefully, as it documents the exact condition of the property. This report is used at the end of your tenancy to ensure your deposit is returned fairly.
- Utility Transfers: It is the tenant's responsibility to set up accounts for water, gas, and electricity, as well as the Council Tax. Taking meter readings on your first day and photographing them is highly recommended.
- Testing Alarms: While your landlord ensures smoke and carbon monoxide alarms are working on day one, it is your responsibility to test them monthly and replace batteries as needed to ensure your safety.

Section 2: Looking After Your Home

- Reporting Repairs: Please report any maintenance issues or leaks as soon as they are spotted. Small issues, like a dripping tap, can lead to significant damage if left unaddressed.
- Preventing Damp & Mould: Keep the property well-ventilated by using extractor fans in kitchens and bathrooms and opening windows when drying clothes indoors. Maintaining a consistent ambient temperature helps prevent condensation build-up.
- Garden & Exterior: If your tenancy agreement includes a garden, you are generally responsible for basic seasonal maintenance, such as mowing the lawn and keeping borders tidy.
- Fair Wear and Tear: You are expected to return the property in the same condition as when you arrived, allowing for 'fair wear and tear.' This means natural ageing is fine, but accidental damage or lack of cleaning is not.

Section 3: Ending Your Tenancy

- Professional Cleaning: The most common cause of deposit delays is cleaning. To ensure a smooth move-out, the property should be cleaned to the same standard as documented in your initial inventory.
- The Check-Out Process: An independent clerk will visit the property once you have moved your belongings out to conduct a final comparison report. Ensure all sets of keys are returned at this time.
- Deposit Return: Once the check-out report is reviewed, any agreed deductions for damage or cleaning will be discussed. Your deposit is held in a government-approved protection scheme to ensure a fair resolution for both parties.

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