

Moving in Checklist

A handy guide to make moving home easier for you



Contents

About this Moving In checklist	01
Important words explained	02
My address	04
Landlord contact details	04
Signing your tenancy agreement and collecting the keys	05
Security alarm check	07
Changing or setting up bills and utilities	08
Utilities check	10
Breakages and repairs	14
Alarm and fire safety check	15
Details of utility suppliers and bills	16
Useful organisations to call for help	20

About this moving in checklist

Moving to a new house is an exciting time, but it can also be busy and stressful. There are a lot of things you need to think about.

This checklist will guide you through the different things you need to do as you move in. It explains difficult words and asks you questions about your home and staying safe. You can tick the answers off and write your answers as you go.

It is for you to use as you wish. We suggest you share the information with your family and housemates. Keep the checklist in a safe place.

Remember: As well as reading this checklist, make sure to read and understand your tenancy agreement and tenant handbook. The agreement is a legal document that you sign with your landlord. It lets you live in your home and outlines the rules to follow.

If you are unsure about anything about moving into your new home please speak to your landlord who may be a private landlord, your local authority or an approved housing body.

Important words explained

There are some words in this checklist which may be new to you. We explain these words below.

Rent is a regular payment to a landlord which will allow you to live in your home.

People or organisations who you may rent from

Landlord: The organisation or person who rents you your home. This can include the local authority, approved housing body or private landlord.

Local authority: Local authorities are responsible for providing many public services in your area such as water and road maintenance .

Approved housing body: Approved housing bodies are independent, not-for-profit charities. They provide and manage social rented housing.

Private landlord: A private landlord is a property owner who chooses to rent out their property.

Paying the bills

Utilities: Utilities are services provided to your home. These services can include electricity, heating, bin collection, TV, phone and internet.

Utility companies: Utility companies are those businesses that provide services to your home. These services can include electricity, heating, bin collection, TV, phone and internet.

Items and safety devices

Fob: A fob is an electronic key that allows you access to your home and other areas.

Water stopcock: A water stopcock is a valve used to control the flow of water into your home.

Fuse box: The fuse box contains the fuses for all the electric circuits in a home or building. It is usually attached to a wall. You may also use it to top-up electricity or check how much electricity you have used by taking a meter reading.

Carbon monoxide alarm: A carbon monoxide alarm is a device that detects the presence of carbon monoxide gas to prevent carbon monoxide poisoning. Every home should have one.

My address



What is the address of your new home?

Landlord contact details

Below write the contact details of your Landlord:
(local authority or approved housing body or private landlord)



Contact name:

Contact number:

Repairs and
emergency
number:

Address:

Signing your tenancy agreement and collecting the keys

You will have to sign your tenancy agreement and collect your keys and/or fobs from your landlord.



Have you read and understood your tenancy agreement?

Yes

☐

No

☐

Answer the questions below to help you keep track of:

- when and where to collect your keys/fobs, and
- the different keys/fobs you may need.



When do I collect my keys and/or fobs?

DD	MM	YYYY
----	----	------

Day

Month

Year



Where do I collect my keys and/or fobs?



Do I have all the keys and/or fobs to access my new home?

Front door key	<input type="checkbox"/>	Other keys	<input type="checkbox"/>
Back door key	<input type="checkbox"/>	Fob	<input type="checkbox"/>
Window keys	<input type="checkbox"/>	Code number	<input type="checkbox"/>



Security check

Security



Do I know how to lock the doors and windows of my new home?

Yes

☐

No

☐

Do I have a security alarm?

Yes

☐

No

☐

Where is the security alarm located?



Do you know your alarm code?

Yes

☐

No

☐

Changing or setting up bills and utilities

When moving into your new home, you need to set up the utilities like gas and electricity for your home.

There are two ways to do this. You can:

- set up a new account with a utility supplier, or
- transfer your current account to the address of your new home.

If you pay for your electricity and /or gas using a prepay meter, please ensure you know how to top up your prepay meter.

Put the information in the table to help you track what bills or utilities you need to set up a new account for or transfer old account's to new address.





	I need a new account	OR	I need to transfer my account	Notes
Electricity supplier				
TV				
Telephone				
Broadband				
Bin collection and recycling				
Gas supplier				

Utilities check

Electricity



Do I know where the fuse box is?

Yes

☐

No

☐

Do I know how to turn off my electricity?

Yes

☐

No

☐

Do I know how to read the electricity meter?

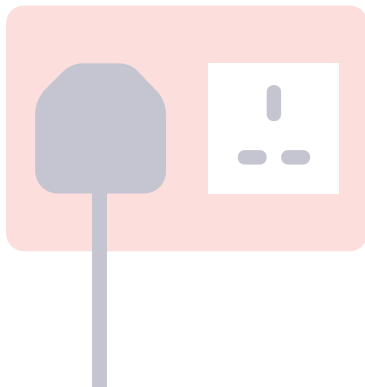
Yes

☐

No

☐

All electrical appliances should be installed, used and serviced (inspected to see if it's in good condition) in line with the manufacturers instructions.



Gas (If applicable)



Do I know how to read the gas meter?

Yes

☐

No

☐

Do I know how to turn on and off my gas appliances?

Yes

☐

No

☐

Do I have a gas safety certificate?

Yes

☐

No

☐

Do I know the date the boiler was last serviced?

Yes

☐

No

☐

DD	MM	YYYY
----	----	------

Day

Month

Year



Do I know when the boiler next needs to be serviced?

Yes

☐

No

☐

DD	MM	YYYY
----	----	------

Day

Month

Year

All gas appliances and boilers must be installed and serviced (inspected to see if it's in good condition) by an authorised person like a gas engineer. They will give you a gas safety certificate that you need to keep to prove it was installed properly. The boiler should be serviced once a year by your Landlord.

Heating and hot water



Do I know how my heating system and timer works?

Yes

☐

No

☐

Do I know how to turn the hot water on and off?

Yes

☐

No

☐

Water



Do I know where the water stopcock is located?

Yes

☐

No

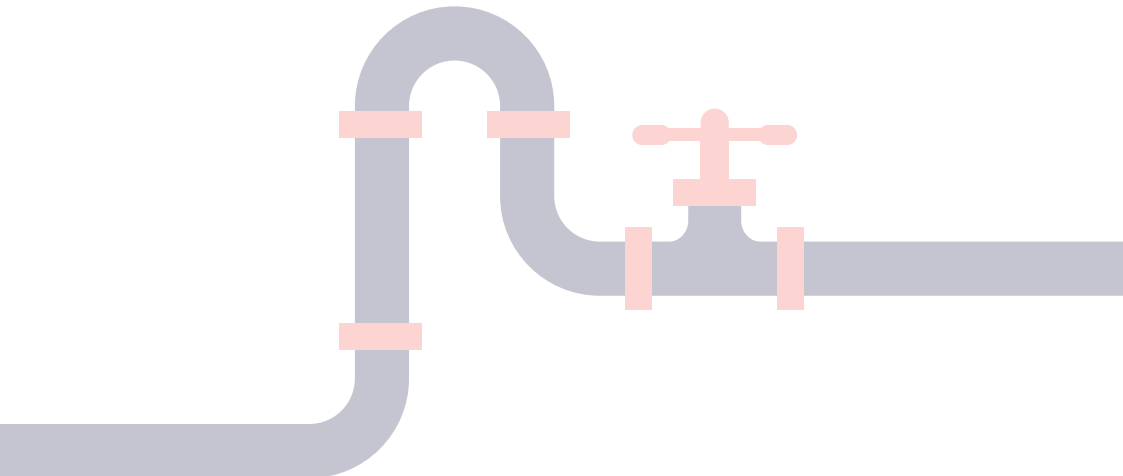
☐

Do I know how to shut my water supply off?

Yes

☐

No

☐

Breakages and repairs

When renting a property, you should make a list of all the furniture, fittings and carpets. Make a note of any damage and anything that does not work. If you find anything that is broken, you should:

- take a photo, and
- follow the instructions for reporting repairs in your tenant handbook or tenancy agreement.

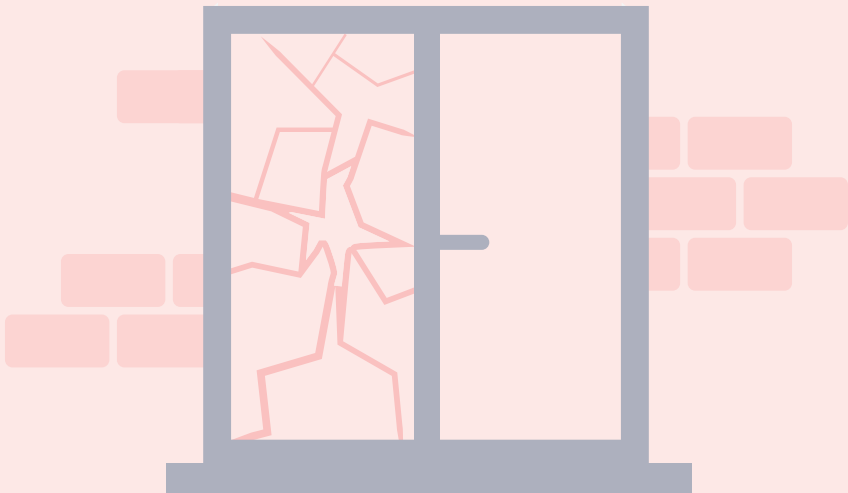


Do I know how to report repairs to my landlord?

Yes

☐

No

☐

Alarm and fire safety check



Do I know where the smoke alarms are located?

Yes

☐

No

☐

To test your smoke alarm, press and hold the test button. You should test the alarm once per week to check it is working correctly.



Do I know where the fire blanket or fire extinguisher is kept?

Yes

☐

No

☐

Do I know where the carbon monoxide alarms are located?

Yes

☐

No

☐

To test your carbon monoxide alarm, press and hold the test button. You should test the alarm once per week to check it is working correctly.

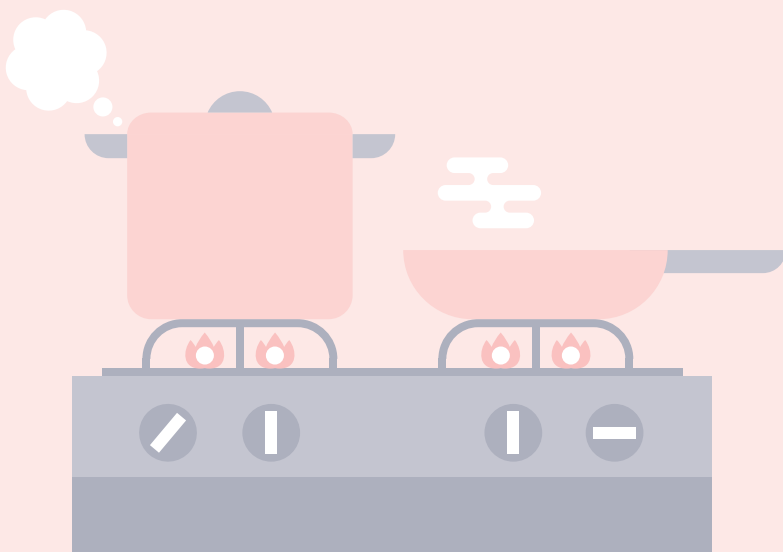
If you have a chimney it must be cleaned once a year.

Details of utility suppliers and bills

Please complete the below tables with the details of your utility suppliers and when and how you pay your bill to help you stay organised.



Gas supplier	
Name of company	
Telephone	
Email	
Date bill arrives	
How I will pay	





Electricity supplier

Name of company	
Telephone	
Email	
Date bill arrives	
How I will pay	



TV

Name of company	
Telephone	
Email	
Date bill arrives	
How I will pay	



Telephone

Name of company	
Telephone	
Email	
Date bill arrives	
How I will pay	



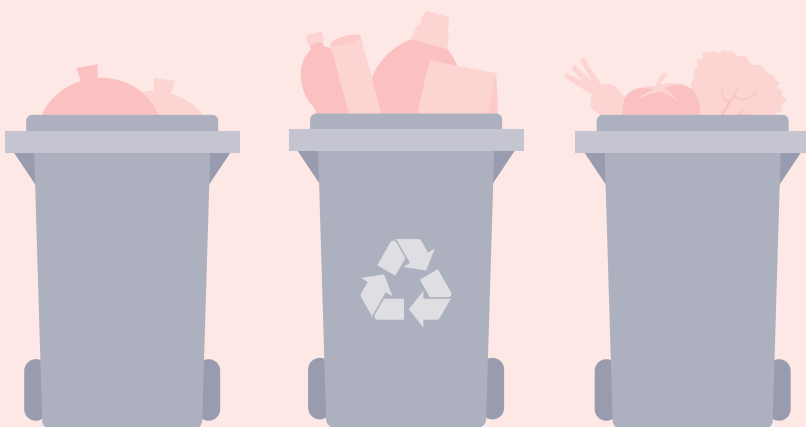
Broadband

Name of company	
Telephone	
Email	
Date bill arrives	
How I will pay	



Bin collection/recycling

Name of company	
Telephone	
Email	
Date bill arrives	
Bin collection days	General waste: Recycling waste: Compost waste:
How I will pay	



Useful organisations to call for help

Support services	Website address	Contact number
Citizens Information: Provide comprehensive information on public services and on the entitlements of citizens in Ireland.	www.citizensinformation.ie	0761 07 4000
Residential Tenancies Board: Provide information to tenants and landlords on their rights and obligations, in terms both of living and providing accommodation in the rental sector.	www.rtb.ie	0818 30 30 37
Threshold: A registered charity whose aim is to secure a right to housing, particularly for households experiencing the problems of poverty and exclusion.	www.threshold.ie	1800 454 454

