



## Accommodation Checklist

Accommodation Bureau  
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277 – 281 Holloway Road

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Running through this checklist will give you a reasonably thorough survey of any house you are thinking of renting or have chosen to rent:

- Gas and electricity? Electric heating can be more expensive.
- Have you asked to see a copy of the *Gas Safe Certificate* for the gas appliances? (Gas Safe Certificates should be less than a year old)
- Is the heating in the house adequate? Will it still be adequate in the middle of winter?
  - How much is it likely to cost for heating and hot water?
- Do all the radiators work?
- Is there a cooker? Does it work? If gas, check with landlord that it is safe and sound.
- Is there a Fridge? Does it work?
- Is the property close to local transport and amenities?
- Is the area safe at night? Visit after dark if you are unsure.

### Money

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- How much is the rent? If given weekly, multiply by 52 and divide by 12 for monthly price.
- What are you paying for in your rent? Water, Gas, Electric, Council tax? Students don't have to pay council tax, as they are exempt. However if you live with a non-student they do have to pay.
- Will you receive a receipt for payments? Get a receipt for any and all payments, regardless of reason.
- How much is the deposit and will it be protected? Deposits for Assured Shorthold Tenancies (ASTs) must be protected by an authorised scheme.
  - When will the deposit be returned?
  - Do you have a lead tenant? A 'Lead Tenant' is the person that will be contacted concerning the deposit and deposit refund. It is only required for joint tenancies. Inform the landlord/agent when paying as they may just use the first name they see.

### Agreements

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- Do you know what your contract means? Take it away and read it **thoroughly**.
  - Any unfair terms? If it seems unfair, it probably is. Either bring a copy to the Accommodation Bureau or go to the Citizens Advice Bureau to have it checked.
- What are you responsible for? Should be clearly stated in the contract.

- Will you receive a written inventory before signing the contract? Take photos and email them to the landlord/agent as evidence of the property's condition before you move in.
- Are you jointly liable with the other tenants?
  - If so, remember that you are jointly and singly responsible for the full rent, not just your share.
- Have you been given a copy of the signed contract?

## Plumbing

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- Does the plumbing work? Do the sinks drain?
- Have you tried all the taps? Does the toilet flush or leak?

## Security

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- Is the house secure and easily/safely accessed?
- Is there a burglar alarm that works?
- Are all the external doors solid with suitable locks? 5-Lever Mortise locks are very secure and reduce the cost of home insurance.
- Do all ground floor windows have security catches? If not ask for them.
- Do all the windows and doors open and close safely?
- Do the bedroom doors have locks on?

## Furniture

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- Is the property furnished?
  - If so, has it got enough furniture?
- Is there sufficient space in the kitchen to store and prepare foodstuff?
- Is all the furniture in good condition? Look at the backs too.
- Is the furniture fire retardant? Check for Kite mark labels.

## Owner

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- Do you know your owner's name and address?
  - This can be checked on [www.landregisteronline.gov.uk](http://www.landregisteronline.gov.uk)

## Outside the property

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- Does the roof look sound? (You can check for damp from the inside of the house too)
- Have the gutters got plants growing out of them? Are the drains clear?
- Is any of the woodwork rotting or unsafe?

## Cleaning

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- Is the house clean and undamaged?
  - If not, write to the owner stating the condition before moving in.
- Are there any signs of pests (mouse droppings, slug trails, fleas) in the house?
- Is there any mould or discolouration?

## Safety

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- In the event of fire in the main access passageways of the house, could you get out of the house?
- Are smoke detectors or fire alarms fitted? Do they work?
- Does the house have any fire doors?

## Repairs

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- Do any repairs need doing?
- Have you told the owner in writing what needs doing?

## Decorating

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- Does any decorating need doing?
- If so, who is doing it and who is paying? Has the owner set any upper limit if you are decorating the house yourself? Get confirmation in writing.

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Remember, should you have any problems put it in writing and advise the landlord or agent, keep copies of all letters.

If you don't receive a response keep writing and try telephoning, put verbal conversations in writing and keep copies.

Do not hand over cash/cheques/bankers drafts or any other payment without a receipt.

Take the contract away with you (for a minimum of an hour), read it in your own time, make a list of any questions. When you go back, make sure that you have an answer to all the questions and understand everything before signing. If you experience any problems please contact the Accommodation Bureau office between 9am- 5pm weekdays on 0207 133 3998.

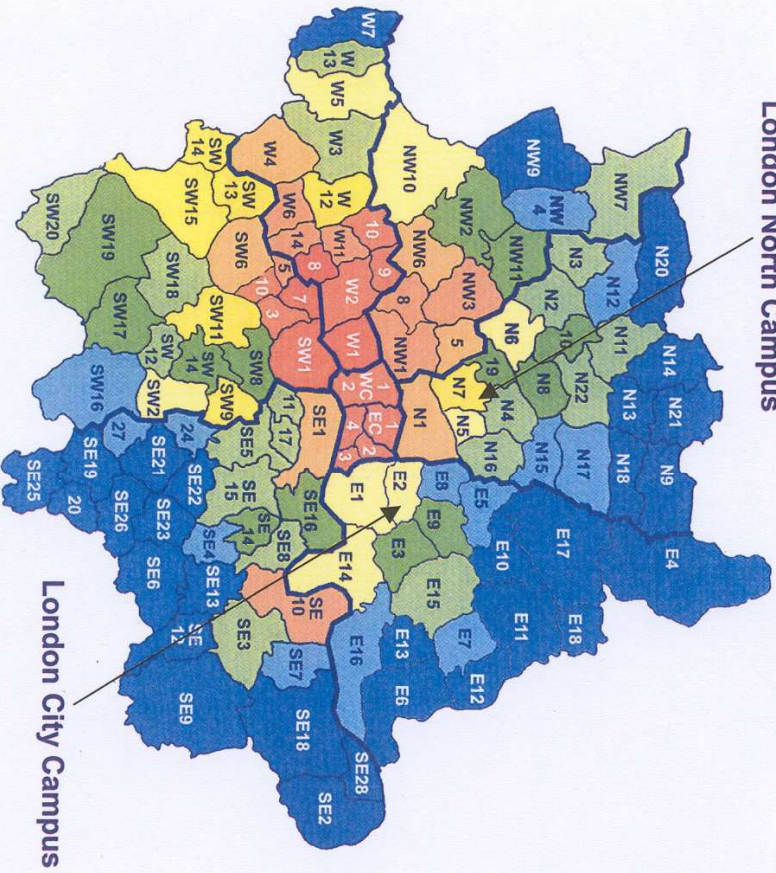
Take a meter reading of your gas and electricity meters immediately after you have taken responsibility for the property.

Good Luck!

Accommodation Bureau

# London Postcode Map

London North Campus



London City Campus

North West	North	East	South East
NW1 Camden Town, Chalk Farm	N1 Islington, Shoreditch	E1 Whitechapel, Stepney, Mile End	SE1 Bermondsey, South Bank
NW2 Willesden Green	N2 East Finchley, Fortis Green	E2 Bethnal Green, Aldgate, Stepney Bow,	SE2 Abbey Wood, West Heath
NW3 Swiss Cottage	N3 Church End	E3 Mile End	SE3 Blackheath, Kidbrooke
NW4 Hendon	N4 Finsbury Park	E4 Clapton (Upper & Lower)	SE4 Camberwell, Denmark Hill
NW5 Kentish Town, Gospel Oak	N5 Highbury, Arsenal, Drayton Park	E5 Clapton (Upper & Lower)	SE5 Catford
NW6 Hampstead	N6 Highgate, Hampstead Heath	E6 East Ham, Barking	SE6 Bellingham
NW7 Mill Hill, Arkley	N7 Turf Hill Park, Holloway	E7 Forest Gate	SE7 Charlton
NW8 St John's Wood	N8 Turnpike Lane	E8 Hackney, Dalston	SE8 Deptford
NW9 Colindale, Kingsbury	N9 Lower Edmonton, Edmonton	E9 Homerton, Hackney Wick	SE9 Eitham, Motingham
NW10 Willersden, Kensal green	N10 Muswell Hill	E10 Leyton, Temple Mills	SE10 Greenwich, Maze Hill
NW11 Golders Green, Brent Cross	N11 Friern Barnet, Bounds Green	E11 Leytonstone, Snarbrook	SE11 Kennington, Vauxhall, Oval
	N12 North Finchley	E12 Manor Park	SE12 Lee, Grove Park
	N13 Palmers Green	E13 Plaistow, West Ham	SE13 Lewisham, Hither Green
	N14 Southgate, Amos Grove, Oakwood	E14 Isle of Dogs, Poplar	SE14 New Cross, Deptford
	N15 South Tottenham, Seven Sisters	E15 Stratford, Maryland	SE15 Peckham, Southwark
	N16 Stoke Newington, Stamford Hill	E16 Victoria Dock, Canning Town	SE16 Rotherhithe, Surrey Quays
	N17 Tottenham, South Tottenham	E17 Walthamstow, Waltham Forest	SE17 Waltham, Newington
	N18 Upper Edmonton	E18 Woodford	SE18 Crystal Palace, Upper Norwood
	N19 Upper Holloway, Archway		SE19 Anerley, Penge
	N20 Tottenham, Wood Green		SE20 Dulwich
			SE21 East Dulwich
			SE22 Forest Hill
			SE23 Herne Hill
			SE24 South Norwood, Croydon
			SE25 Sydenham
			SE26 West Norwood
			SE27 Thamesmead
			SE28

West	West Central	East Central
W1 West End, Soho, Mayfair	WC1 Bloomsbury, West Finsbury	EC1 City of London
W2 Bayswater, Paddington	WC2 Covent Garden	EC2 Barbican
W3 Acton (East & West)		
W4 Chiswick, Gunnersbury		
W5 Ealing		
W6 Hammersmith, Ravenscourt Pk		
W7 Hanwell		
W8 Kensington		
W9 Maids Vale		
W10 North Kensington		
W11 Notting Hill		
W12 Shepherd's Bush, White City		
W13 West Ealing		
W14 West Kensington		

South West
SW1 Fulham
SW2 South Kensington, Knightsbridge
SW3 Chelsea
SW4 Clapham
SW5 Earls Court
SW6 Fulham
SW7 South Kensington, Knightsbridge
SW8 South Lambeth
SW9 Stockwell
SW10 West Brompton
SW11 Battersea
SW12 Balham, Hyde Farm
SW13 Barnes
SW14 Mortlake
SW15 Putney
SW16 Streatham
SW17 Tooting, Mitcham
SW18 Wandsworth
SW19 Wimbledon
SW20 Raynes Park