

Moving In Checklist

Welcome to your new home!

Follow this guide to becoming a happy tenant in your new home, tick when complete!



Have you remembered...	What to do...	Done?
Rent Smart Wales - confirm your landlord is registered and the person who lets and manages the property is licensed with Rent Smart Wales	You can check this using the Rent Smart Wales website https://www.rentsmart.gov.wales/en/check-register/	
Tenancy contract & Gas Safety certificate – Have you got a copy?	Make sure you have a copy; ask your landlord/letting agent for this if they haven't provided one. This is important!	
Bond/Deposit – Do you know your Deposit ID and details of where your bond is protected? There are three possible deposit schemes.	Check your tenancy contract and email inbox for details. If unsure, ask your landlord or contact your Tenancy Deposit Service. Keep your Deposit ID safe, you'll need it when you move out!	
Inventory – Have you filled in the inventory checklist carefully?	Check inventory before signing it. Inform the landlord/agent in writing about any repairs that need doing. Take photos as proof of property condition before moving in your belongings.	
Gas, electricity and water – Have you contacted your suppliers?	Contact the utility companies and give them meter readings. Put all housemates' names on bills. Welsh Water - 0800 052 0145 www.welshwater.com . Find other details on recent bill.	
Health and Safety – have you registered with your local GP and checked you have working fire alarms?	Register with your local GP's surgery. Check you have working smoke and Carbon Monoxide detectors. Contact the Fire Service for a FREE home fire risk check on 0800 169 1234	
TV Licence – Have you got one?	Buy a TV licence at www.tvlicensing.co.uk If living in a shared property only one TV licence is needed, split costs between all housemates.	
Council Tax – Have you got your Council Tax exemption certificate?	Ask your University for this. Send to Cardiff Council, Council Tax Section, PO Box 9000, Cardiff, CF10 3WD	
Recycling and Rubbish – Do you know your waste and recycling collection day? Be responsible for your rubbish or face a £100 Fixed Penalty Notice from Cardiff Council	Check collection day at www.cardiffdigs.co.uk/recycling-waste or download the "Cardiff Gov" app for free reminders – different bins are collected on different weeks! Put recycling/ waste on the pavement outside your property by 6am on the day of collection (but not earlier than 4.30pm the day before).	
Neighbours – Do you know your neighbours? Introduce yourself!	A quick hello goes a long way to get to know your community. Please be mindful of noise.	
Security – Have you protected your valuables?	Register all valuables with www.immobilise.com and mark valuables with name and home address with a UV pen.	
Parking – Do you have a parking permit? Or save your pocket and the planet with active travel!	Check whether you need a permit at www.cardiff.gov.uk/parking . Better yet, leave your car at home! Cardiff is easily accessible by bus, foot or bike.	