



Checklist for Tenants

Your companion from wish list to signing the contract

This checklist guides you through every step of the search for a home: from your own priorities, through the viewing, to the tenancy agreement. It helps you keep track of budget, condition and documents, so that you remember every important point.



WISHES AND BUDGET

SET A MONTHLY BUDGET AS GROSS RENT (INCLUDING SERVICE CHARGES)

DESIRED LIVING AREA IN SQUARE METRES

NUMBER OF ROOMS REQUIRED

FEATURES SUCH AS A GARDEN, BALCONY, CELLAR OR GARAGE

- ☐ Clarify at an early stage whether pets are permitted
- ☐ If you receive benefits, agree the rent range with the Jobcenter



SURROUNDINGS AND LOCATION

PREFERRED LOCATION, FROM CENTRAL TO A QUIET SETTING

BUS AND RAIL CONNECTIONS NEARBY

- ☐ Check the routes to work, shops and school
- ☐ Assess the parking situation in the surrounding area



PREPARING FOR THE APPOINTMENT

- ☐ Bring a camera or smartphone for photographs
- ☐ Ask permission before taking any photographs
- ☐ Have a folding rule to hand for measuring the rooms
- ☐ Have your three most recent payslips ready



AT THE VIEWING

- ☐ Look carefully at the overall condition of the rooms
- ☐ Test all the windows to confirm they work properly
- ☐ Watch for signs of damp or mould
- ☐ Inspect the condition of the balcony, terrace and garden
- ☐ Consider whether the layout suits you
- ☐ Clarify the position of the connection for the washing machine



COSTS AND CONTRACT

APPROXIMATE ELECTRICITY AND HEATING COSTS PER MONTH

THE NUMBER OF PEOPLE THE SERVICE CHARGES ARE CALCULATED FOR

AGREED NET COLD RENT AND THE AMOUNT OF THE DEPOSIT

NOTE ANY PARTICULAR CLAUSES IN THE TENANCY AGREEMENT

RECORD ANY UPCOMING RENOVATIONS AND WHO IS RESPONSIBLE FOR THEM



REQUESTING DOCUMENTS

- ☐ Ask for the service charge statement
- ☐ Request evidence of the electricity costs
- ☐ Review the heating cost statement
- ☐ Ask for the floor plan of the flat
- ☐ Ask to see a valid Energy Performance Certificate (EPC)

Note It is best to record your impressions during the viewing itself, while every detail is still fresh in your mind.