



Tenants Move-In Guide

Congratulations on your new home! Moving into rented accommodation can be exciting but also a bit overwhelming. Here's a comprehensive guide to help you navigate the process smoothly.

Contact details

Your tenancy will be managed by us, Brick Management & Lettings. We are your first point of contact for any issues that may arise with your property.

You can always reach us on +44 (0) 203 034 3640.

Outside of office hours this line will direct to our 24/7 line so any emergencies can also be reported here. Please do not report any issues that can wait until the next working day as emergencies. All maintenance issues should first be reported on your PropertyFile account the details for which you will have received via email.

Reminder: Is it an emergency?
No?
Report on PropertyFile.

It is really important that your landlord signs off on any maintenance works. Without this, you may be liable for the cost of the maintenance so please do channel any issues through us.

HEAD OFFICE

Ferneberga House
Alexandra Road
Farnborough
Hampshire
GU14 6DQ

MIDLANDS

JQ Modern
120 Vyse Street
Birmingham
B18 6NF

NORTH

Pilgrim House
All Saints
Newcastle-upon-Tyne
NE1 2TT

1.

Before you move in

Review Your Tenancy Agreement

- Ensure you understand your rights and responsibilities.
- Note the length of the tenancy, deposit amount, and maintenance responsibilities.

Utilities Setup

- Contact utility providers (gas, electricity, water, internet) to set up accounts in your name.

Change of Address

- Update your address with banks, insurance companies, and the electoral register.
- Notify friends and family about your new address.
- Redirect your mail on the Royal Mail website.

2.

Moving Day Tips

Packing

- Label boxes clearly for easy unpacking.
- Keep essential items (like toiletries, a change of clothes, and documents) easily accessible.
- Take out a contents insurance policy to protect your belongings.

Inventory Check

- Review the provided inventory list carefully. Note any existing damages or issues within 7 days and return to the inventory company.
- Take photos of the property's condition for your records.

Arrive at Your Pre-Booked Time

- Only arrive at the pre-booked time arranged with the inventory clerk.
- Conduct a final walk-through to ensure everything is as expected.

Take Meter Readings

- Record current gas, electricity, and water meter readings on move-in day. Share these with your utility providers.

3.

Settling In



Register for Council Tax

- Find out which local council you need to register with and provide necessary details.
- Inquire about any discounts available, such as single person discount.

Safety Checks

- Ensure smoke alarms and carbon monoxide detectors are working.
- Familiarize yourself with fire escape routes and emergency procedures.

Familiarize Yourself with the Area

- Locate nearby amenities like grocery stores, public transport, and healthcare facilities.
- Explore local parks, cafes, and community activities.

4.

During Your Tenancy

Communicate any problems with us

- Report maintenance issues promptly and keep a record of all communications.
- Understand the procedure for emergencies and routine repairs.

Understand Your Deposit Protection

- Ensure your deposit is protected in a government-approved scheme.
- Obtain the prescribed information from your landlord regarding the scheme used.

Respect Neighbours

- Be mindful of noise levels, especially during evenings.
- Introduce yourself to your neighbours; building good relationships can be beneficial.

5.

Your responsibilities as a tenant

Paying your rent on time

Your tenancy agreement outlines your agreed rent and the agreed intervals in which it shall be paid. If you fail to pay your rent on time your landlord may have grounds to evict you.

Looking after your home

It's your responsibility to dispose of your rubbish correctly, to keep the property ventilated and to undertake general jobs like changing light bulbs and checking the batteries in smoke alarms etc. Your landlord is responsible for larger repairs and maintenance so make sure to report any issues.

Allow access to the property

If repairs are needed to be carried out, we are obliged to give you 24 hours' notice. Please make sure that access to the property can be granted.

Liability for guests

If any visiting guests cause any damage or disruptive behaviour that results in a complaint being made against them, you as a tenant may be liable.

Check if you need permission

If you want to make any changes to the property you need to ask permission first, i.e. putting up shelves etc.

Periods away

If you're going to be away from the property for more than 14 days then you need to let us know.

End the tenancy as per the conditions of your contract

If you wish to end your tenancy and not be liable for rent then you need to give the required notice as stated in your tenancy agreement.



Notice Period

Check your tenancy agreement for the required notice period and follow it correctly.

Notify your landlord/agent in writing.

Final Inspection

A final inspection will be carried out by an independent inventory clerk on the last day of your tenancy.

You must return the property to the same condition documented on your inventory.

Change Your Address Again

Update your address with all relevant parties as you prepare to move out.

Any questions contact us!

T 020 3034 3640

admin@brickmanagement.co.uk