



Tenancy Checklist

Tenant's Name: _____

Address: _____

Telephone Number: Home: _____ Work: _____

Mobile: _____

Email: _____

Next of Kin: _____ Relationship: _____

Address: _____

Telephone Number: Home: _____ Work: _____

Mobile: _____

Email: _____

1. My TENANCY AGREEMENT has been explained to me.

2. I understand that paying rent is my responsibility and I have been informed of the help that is available for me to do so.

3. I understand what will happen if I fall behind on my rent payments and I will ensure that my account is always in credit.

4. I have been told how to contact the group about REPAIRS. The OUT OF HOURS ON CALL system is for EMERGENCY repairs only.

5. I understand, should I wish to make any improvements to the property, that written permission must be obtained first.

6. I understand that it is my responsibility to inform any utility companies and local authority that I have moved in to my new home:

Electricity Board **Gas Board** **Water Authority** **Council Tax**

7. Copy of current Gas Safety Record issued to incoming tenant.

8. I have been shown how to operate the Central Heating System.

9. I have been advised that if I want a WATER METER installed, I have to apply to Welsh Water.

10. I have been given the following KEYS:

Front Back Garage Store

11. I have been advised that I must take out contents insurance.

12. I have been advised that I should not store items in the attic.

Tenant

ateb

Signed: _____

Signed: _____

Date: ____/____/____

Date: ____/____/____

By signing this tenancy checklist I/we agree that the group may lawfully obtain, store, process and disclose personal information about me/us when necessary for the satisfactory operation of the tenancy (including recovery of any monies owed by me/us to the group).

By ticking the below box I am allowing ateb to use my personal data to respond to this service request. My personal data will be securely held and used to fulfil the selected service request in accordance with the ateb privacy statement. Please refer to the ateb privacy statement to understand how we protect your personal data www.atebgroup.co.uk/privacy-cookie-policy. For personal data queries, data access requests, amends or removal please email mydata@atebgroup.co.uk

I agree for you to use my personal data