



University of
Salford
MANCHESTER

ACCOMMODATION MOVING IN

Tips and information on what to think about when moving into a property – how to protect your deposit, which bills you'll need to pay and getting on with your neighbours etc.

Inventory

Ensure you complete an inventory (a list of the furniture and contents in the property and their condition to demonstrate the state of the property at the time you moved in) Make a note of any marks or damage on walls, furniture and carpets and also the standard of cleanliness of e.g. skirting boards, bathroom tiles, windows, blinds.

If anything is not in full working order or if previous tenants have left items behind make sure you write all this on the inventory. Don't sign it until you're sure you have noted all problems. If further problems materialise in the first few weeks ensure to let the landlord know to add these to the Inventory. Keep copies of any correspondence you send to the landlord.

Photographs

To back up your inventory you should take lots of photos of the property, especially of any dirt/damage/poor decoration etc. to act as evidence to show the state of the property at the start of your tenancy. This could be invaluable if there is a dispute over the deposit at the end of the tenancy. Ensure the photos are dated.

Deposit

Also ensure that your deposit has been protected in one of the 3 government approved schemes, and that you have received the prescribed information. See more on our Deposits factsheet.

Documents you should have received

As well as the prescribed deposit information, your landlord should also ensure you have received a copy of the gas safety certificate, an EPC (Energy Performance Certificate) and a copy of the government booklet, "How to rent: the checklist for renting in England"

Utilities

You should make a note of the meter readings for your electricity, gas and water supplies (if applicable) on the day the tenancy starts and then contact the utility company: tell them you're the new tenants and give them the readings (you should also call them on the last day of your tenancy with meter readings).

Give them the names you want on the bill. Try to make sure that different people are responsible for each bill. Around £50 - £70 per month per person should be enough to ensure your bills are more or less covered.

Council tax

Full-time students are usually exempt from Council Tax. If you haven't received an exemption letter from the University you can request one here <https://www.salford.ac.uk/askus/our-services/self-service/letter-requests>

If you have any further queries then check out our Council Tax factsheet or contact [askUS](#)

TV Licence

You currently need a TV licence if you watch live TV and from 1st September 2016 you are also required to have a license if you download or watch BBC programmes on demand. This applies to all devices. If you share a house with other students and are part of a joint tenancy then you will only need one licence. If you and any other tenants have individual tenancy agreements then a TV licence is required for each person with a TV or who watches catch up on any device.

Contact 0300 790 6071 or visit: www.tv-l.co.uk

Insurance

Take out insurance to cover your possessions. You can get policies that also cover accidental damage to the landlord's possessions. Some insurers will only insure your belongings if the property has window locks and locks on bedroom doors so make sure you check whether this is a requirement in the policy. See more on our Contents Insurance factsheet.

Blu-tac

Check whether your tenancy agreement allows you to use blu-tac on the walls before sticking things up. Most landlords don't allow it as it leaves greasy stains or rips wallpaper when it's removed. Many students have deductions from deposits for redecoration costs due to blu-tac damage.

Rubbish and recycling

Make sure you know how to deal with your rubbish and recycling, and the collection days for your property. As much as 70% of your household waste can be recycled every week using the Council's recycling services.

Visit Salford City Council website for full details:

www.salford.gov.uk/bins-and-recycling

Be a good neighbour

Introduce yourself to your neighbours and give them a contact number for you. The vast majority of students and non-student residents live in harmony, but lifestyle differences can cause distress and conflict. If you are on friendly terms it will be easier for you to appreciate any concerns they may have, and they will be more likely to approach you with any issues, rather than complain to the police or council.

The contents of this fact sheet are for information only. You should consult [askUS](#) or an advice centre such as [CAB](#) before taking any action.

The University of Salford has a one stop shop for student support called askUS and has advisers available for all students, if you have any problems with your private rented accommodation please contact us.

askUS

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t: +44 (0)161 295 0023

e: askUS-accommodation@salford.ac.uk

