

To do start of tenancy

Check and familiarise with the notice board and contact list

Check and familiarise with water, electricity, gas, phone/ internet service points and stop valves and fuse boards

	Possible meter	Possible meter	Possible Stopcock and Main switch 1	Possible Stopcock and Main switch 2
	Location 1	Location 2		
gas	Under stairs	Outside by entrance	Under stairs	Outside by entrance
electric	Under stairs	Under stairs	Under stairs	Above entrance door
water	Under kitchen sink	Outside on pavement	Under kitchen sink	Under stairs
Phone/internet	Entrance hall	Lounge room	Entrance hall	Lounge room

Check and familiarise with central heating boiler and temperature controls

Set hot water and heating controls to the desired times to turn on and off

Check and familiarise with keys, locks for doors and windows

Check and familiarise security matters

Check and familiarise with appliances

Check and familiarise with smoke alarms and carbon monoxide alarms and testing

Inform utility companies with meter reading and set up accounts in tenant names

If there are any maintenance items required, then please make a list of items, and inform by completing the form as soon as possible

<https://www.kingstonlettings.com/maintenance-request.html>