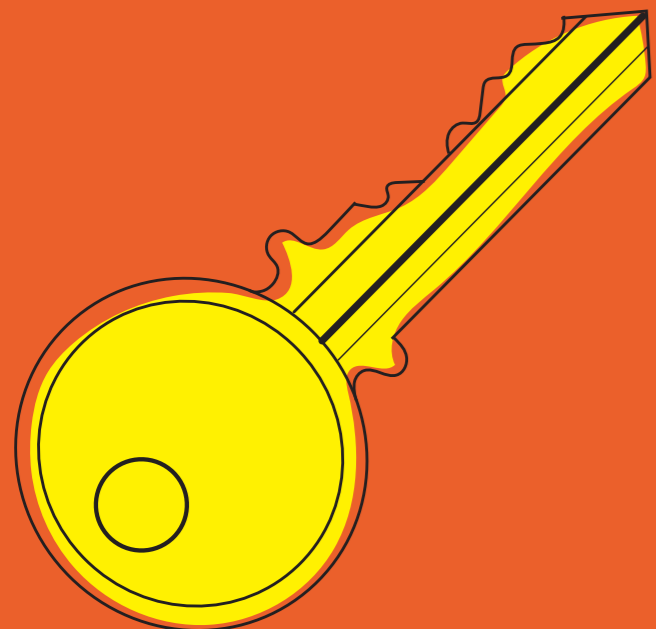


# You've found a new place...

## Your guide to moving in

Moving to a new home is exciting, but there are a few key things you need to think about before you start picking bedrooms and sharing cupboard space.

Follow our top tips to make sure you don't miss anything. That way, your move will be stress-free, you can get your house in order – literally! – and start having fun as soon as you unpack.



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### Inventory and photos

Your landlord or agent should give you an inventory/check-in report as soon as you move in.

Check it carefully and make any necessary changes. Your contract will tell you if you need to return it within a certain time period (usually seven days), but always keep a copy safe.

Pay particular attention to marks on the walls (often from Blu Tack), mould stains and any obvious damage to the property or its fixtures and fittings. And don't forget to make a note of the condition of the outside space or garden.

Always take dated photos of the property (both inside and out), and let the landlord or agent know via email if anything needs to be urgently repaired.

Your new home should be in a good, clean condition. If it isn't, you should contact the landlord or agent and arrange for the house to be cleaned. If you clean it yourself without reporting it, there will be little you can do – although this may be the quickest and easiest way of resolving the problem.



### Utility bills and meter readings

#### Gas and electric

When you move in, contact your gas and electricity supplier(s) to let them know when your tenancy starts.

Make sure you put everyone's names on the bills, and set up an agreed payment method.

It's always best to take regular meter readings (at least every three months) so that your bills are accurate. That way, you avoid the nasty shock of an estimated bill. You can always take photos of the meters too, so you have a record.

#### Not sure who your supplier is?

Ask your landlord or agent.

Alternatively, contact **Meter Point Administration Service on 0870 608 1524** for your gas supplier, and **Western Power Distribution on 0800 096 3080** for your electricity supplier.

It's a good idea to regularly record your meter readings, even if your bills are included in the rent, as you're likely to have a usage cap. That way, you can keep track of how much gas and electric you're using.

You might have a water meter (where you're charged for the amount you use), or you may have a fixed charge

#### Water

for the year. Either way, **Severn Trent Water** is the only water supplier in the area, so make sure you contact them when you move in to set up an account and provide meter readings (if you need to).

Make sure you check your tenancy agreement before you do as you might need permission from your landlord or agent, and you may need to revert back to the original supplier at the end of the contract.

#### General info

##### Thinking of switching suppliers?

Here are a few things to think about if you're looking to save money on your utilities:

- Dual fuel accounts
- Paperless billing
- Monthly Direct Debits
- Tariff types

**Don't forget to check comparison websites as they often have the best deals!**

And one more thing: companies offering 'packages' that allow you to pay all your bills in one monthly payment are often not cost effective. It's likely they'll charge an additional admin or service fee, which makes it a more expensive option than dealing directly with a supplier.

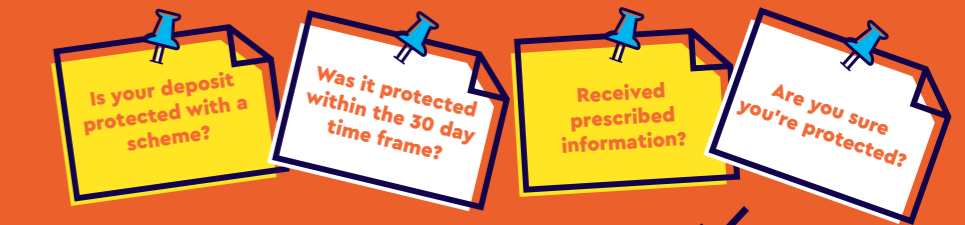
## Is your deposit protected?

If you pay a deposit for your student house, your landlord has a legal duty to protect it with a deposit protection scheme.

The **three** schemes your landlord can register your deposit with are:



4 simple steps to a protected deposit



If you're unsure, contact us –

T: **0115 8468730** E: **suadvice@nottingham.ac.uk**



Students' Advice



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## Broadband

First, find out from the landlord or agent if broadband is already set up in the house. Then contact the supplier (or a new supplier) before your tenancy starts to make sure your account is ready to go when you move in. Finally, make sure you commit to a contract that suits the length of your tenancy.

## TV licence

Planning on watching TV? Then you'll need a licence. If you don't get one, you could be hit with a hefty fine.

If you have a joint tenancy, you'll only need one TV licence for the whole property. But make sure you get one.

## Council tax

Most students are exempt from council tax, but you'll need to let the council know who's living in your property and whether they're students or not. The council may send you a form asking for these details, so make sure you complete it and send it back.

If you do receive a bill, please get in touch with your SU Advice.

## Insurance

Insurance is rarely included in your rent, so you'll need to purchase some cover for your personal belongings. You may be covered by your parents' insurance, so bear this in mind when getting quotes or setting up a policy.

Before you accept a quote, check whether the policy requires you to have a lock on your bedroom door. If it's a key part of the policy and your room doesn't have one, your insurance could be invalid.

### Here are some simple steps to increase your home's security:

- Keep the property secure – use the window locks and burglar alarm (if you have one)
- If everyone is hanging out in the top floor bedrooms, make sure you lock the front door
- Regardless of what room you are in doors and, where possible, windows should be closed and locked
- Don't leave laptops, phones, keys or other valuables in reach or view of an open window.

## Looking after the house

Follow our top tips to keep your home clean, tidy and comfortable:

- Always keep the house in a good, clean condition
- Think about drawing up a cleaning rota – this can help prevent squabbles with your housemates
- Make sure you heat and air the house properly
- Report any damage or disrepair as soon as possible, ideally in writing
- Check smoke alarm batteries every week and change lightbulbs when you need to
- Be careful what you put down your sink and toilet!
- Check if you have responsibility for maintaining the garden, as some contracts specify you do.

## Housemates, neighbours and local community

Have a chat with your housemates about visitors and acceptable noise levels. It's good to talk this through early on to make sure you all agree on house rules.

Look out for the University's 'Hello Neighbour' campaign, and if possible, pop round and introduce yourself to your new neighbours – or even just say hi across the garden fence.

For more information, go to [www.nottingham.ac.uk/yourcommunity](http://www.nottingham.ac.uk/yourcommunity)

Remember: you're living in a residential area, so be considerate of your neighbours if you're thinking of having any gatherings at your house. The last thing you want is a warning notice from Community Protection Officers.

The Police recommend you register your valuables with [www.immobilise.com](http://www.immobilise.com)

Don't forget to purchase a parking ticket or Resident's Permit if you need one

## What a load of rubbish!

Remember to put your bins out regularly and try to recycle where you can. Check with your council what goes in your recycling bin, as contamination is common but can be easily avoided. Don't let your kitchen bins overflow – empty them as soon as they get full or they may attract pests.

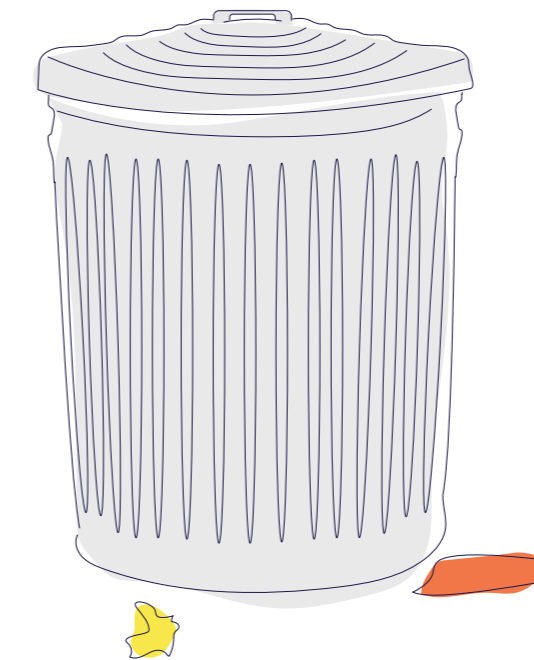
Make sure you check your bin collection day too. If you need a gentle nudge to remind you when to put your bins out and bring them in again, you can sign up for email alerts – check with your local council. Just don't leave your bin out on the pavement for too long or you could be issued with a fine!

If you have any housing issues or worries, get in touch with your SU Advice:

[suadvice@nottingham.ac.uk](mailto:suadvice@nottingham.ac.uk)

0115 846 8730

[www.su.nottingham.ac.uk/advice/housing-advice/house-hunting](http://www.su.nottingham.ac.uk/advice/housing-advice/house-hunting)



## Moving in checklist

Take this handy checklist with you when you move in, and check off each item once they're done.

- Have you got your signed tenancy agreement and keys to get in?
- Have you sorted a parking permit while you move your belongings from your car to your digs?
- Locked your car and house while you're moving goods?
- Checked the property for marks/scuffs/damage, and taken time-stamped photos?
- Have you filled in the inventory? Make sure it accurately describes the property and its contents
- Does everything work? If anything's broken, let the landlord know (ideally in writing)
- Have you recorded the gas, electric and water meter readings and contacted the suppliers?
- Do you know where your water stop tap and electrical fuse box are?
- Are your belongings insured?
- Do you know the local bin collection details?
- Introduce yourself to your neighbours



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