

Applicant's property checklist

For completion by anyone moving into a West Kent property.

Before you make your online application it's important you complete a thorough inspection of the property yourself. This checklist will help you - print it off and take it with you.

Please note especially:

- If you are moving to another West Kent property you become responsible for any alterations, repairs or damage
- You also become responsible for clearance of any items left in the property by the previous tenants including the attic and garden.

PLEASE ENSURE YOU CHECK THE FOLLOWING:	KITCHEN	RECEPTION 1	RECEPTION 2	BEDROOM 1	BEDROOM 2	BEDROOM 3	BATHROOM
Door handles – check handles and hinges work correctly.							
Internal doors – check for holes and cracks. Internal doors are tenants' responsibility.							
Cupboards and drawers – check they open and close properly.							
Flooring – is any carpet or laminate fitted correctly?							
Decorations – is redecoration likely to be needed?							
Light fittings – have the standard fittings been changed?							
ALSO CHECK THE FOLLOWING:	Who fitted/installed it (tenant or West Kent)?		Permission given?	Good condition?	Working order?		
Outside tap							
Shed							
Patio							
Driveway							
Fencing							
Right of access – do your new neighbours have the right to access your garden to get to their property?						Yes/No	
Attic – is the attic empty?						Yes/No	

Tenant Improvements

Details of any items the current tenant is leaving for you. For example flooring, carpet, kitchen equipment.

Other notes

Name of person completing check: _____

Address of property checked: _____

Postcode: _____

Signature: _____

Date of check: _____