



Move In Check list

Client:

Tenancy start date:

Tenancy end date:

No	Task	Done	Comments
1.	<p>Tenancy agreement:</p> <ul style="list-style-type: none"> • Explain the importance of a tenancy agreement as well as to keep a copy of your tenancy agreement. • Moving in box • Understanding your rights as and responsibilities as a tenant. • Housing officer name and contact details. 		<p>Level of support (Low Medium High)</p>

	<ul style="list-style-type: none"> • Home Security. Do you have a safety chain on your door, do you check who your visitors are before opening the door, do you know how to turn off the gas/electric/water and do you have a list of emergency numbers at hand. • Furnishing -furniture project, free cycle, gumtree. • Decoration – Paint vouchers if required, provided by housing officer doing sign up. • Key replacement process. • Anti-social behaviour issues: Good neighbour relationships. (impact nuisance neighbours, what to do if this happens / what you do if your neighbours feel you are a nuisance neighbour). 		
2.	<p>Benefits:</p> <ul style="list-style-type: none"> • Housing benefit claim. How to make a claim (Dual HB, hardship payment). • Personal allowance £251.77 (Advanced payment, sanctions). What are sanctions? • Location of local benefit office (personal advisor name). • Importance of money management (budgeting) priorities. 		<p>Level of support (Low Medium High)</p>

	<ul style="list-style-type: none"> • Direct payment of housing benefit (Alternative payment arrangements). Explain how this can be put in place and reasons for doing so. 		
3.	<p>Council tax application:</p> <ul style="list-style-type: none"> • How to make an application. • Council tax reduction. • Single persons deduction. • How to address council tax issues. 		Level of support (Low Medium High)
4.	<p>Utilities /Bills:</p> <ul style="list-style-type: none"> • Rent • Electricity (bill or card). Meter readings. • Gas (bill or card). • Water Rates (Bill). • Services charges include or not in housing benefits charges. • Council tax. • TV Licence (application/cost, saving card,DD). • Phone bill. • Home insurance. • Food. • Clothing. • Travel costs, (oyster card). • Ways to pay bills -DD, telephone, rent card, internet. 		Level of support (Low Medium High)

	<ul style="list-style-type: none"> • Importance of paying bills on time. • What to do if encountering problems – (DHP, Step change) 		
5.	Maintenance: <ul style="list-style-type: none"> • Maintenance contact number. • How to report repairs. • Handy man services contact 		Level of support (Low Medium High)
6.	Maintaining accommodation: <ul style="list-style-type: none"> • Cleaning. • H&S and reporting process. • Recycling (Leaflet). • Basic DIY – dealing with condensation, bleeding a radiator, changing a fuse, clearing a sink or bath, changing a light bulb, replace battery in smoke or CO 2 alarm. 		Level of support (Low Medium High)
7.	Risk management: <ul style="list-style-type: none"> • Check LCS client records for any identified risk issues. • Identify any issues re gang violence (current or past). • Victim of DV. 		Level of support (Low Medium High)

	<ul style="list-style-type: none"> Mental health issues. 		
8.	Complete a check of the property to ensure all amenities are on or any repairs issues to be reported. Gas /electric meters, Utilities on, check hot water, heating (instructions), light fitting, sockets working, window locks, tv/telephone socket, decorations, general cleanliness.		Level of support (Low Medium High)
9.	Leave to remain status		Level of support (Low Medium High)
10.	Leaving Care 'Setting Up Home Allowance'.		Level of support (Low Medium High)
11.	Orientation to local area. Do you know where the following are: <ul style="list-style-type: none"> Local DWP office. Local supermarkets. Local bank, cash point. Local GP. Travel links. Local library, colleges, place of worship, leisure centres, volunteering, 		

I am signing to confirm that I have a clear understanding of all the above discussed.

Client signature:

Housing officer signature:

Date: