



MY HOME CHECKLIST

A GUIDE TO MAKE LIVING AND
MOVING HOME EASIER FOR YOU

October 2022



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ABOUT THIS MY HOME CHECKLIST

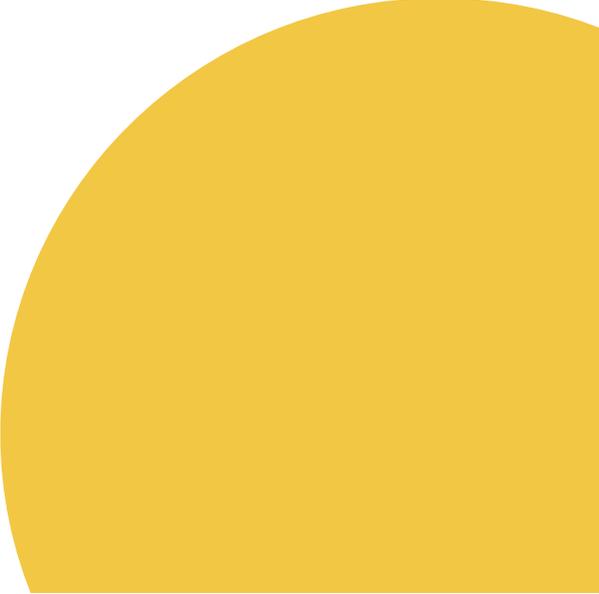
Moving to a new house is an exciting time, but it can also be busy and stressful. There are a lot of things you need to think about.

This checklist will guide you through the different things you need to do as you move in. It explains difficult words and asks you questions about your home and staying safe. You can tick the answers off and write your answers as you go.

It is for you to use as you wish. We suggest you share the information with your family and housemates. Keep the checklist in a safe place.

Remember: As well as reading this checklist, make sure to read and understand your tenancy agreement and tenant handbook. The agreement is a legal document that you sign with your landlord. It lets you live in your home and outlines the rules to follow.

If you are unsure about anything about moving into your new home please speak to your landlord who may be a private landlord, your local authority or an approved housing body.



IMPORTANT WORDS EXPLAINED

There are some words in this checklist which may be new to you. We explain these words below.

RENT is a regular payment to a landlord which allows you to live in your home.

PEOPLE OR ORGANISATIONS WHO YOU MAY RENT FROM

LANDLORD the organisation or person who rents your home. This can include the local authority, approved housing body or private landlord.

LOCAL AUTHORITY: Local authorities are responsible for providing many public services in your area such as water and road maintenance.

APPROVED HOUSING BODY: Approved housing bodies are independent, not-for-profit charities. They provide and manage social rented housing.

PRIVATE LANDLORD: A private landlord is a property owner who chooses to rent out their property.

HOUSING ASSISTANCE PAYMENT (HAP): This is a payment you receive from the local authority to help with your rent payment.

PAYING THE BILLS

UTILITIES: Utilities are services provided to your home. These services can include electricity, heating, bin collection, TV, phone and internet.

UTILITY COMPANIES: Utility companies are those businesses that provide services to your home. These services can include electricity, heating, bin collection, TV, phone and internet.

ITEMS AND SAFETY DEVICES

FOB: A fob is an electronic key that allows you access to your home and other areas.

WATER STOPCOCK: A water stopcock is a valve used to control the flow of water into your home.

FUSE BOX: The fuse box contains the fuses for all the electric circuits in a home or building. It is usually attached to a wall. You may also use it to top-up electricity or check how much electricity you have used by taking a meter reading.

CARBON MONOXIDE ALARM: A carbon monoxide alarm is a device that detects the presence of carbon monoxide gas to prevent carbon monoxide poisoning. Every home should have one.

SMOKE ALARM: A smoke alarm is a device that senses smoke, typically as an indicator of fire. Every home should have a smoke alarm on each level of the house.

MY ADDRESS



What is the address of your new home?

(arrange for all your post to be directed to your new address)

.....

.....

.....

MY SOCIAL HOUSING REFERENCE NO:

MY HAP REFERENCE NO:

LANDLORD CONTACT DETAILS



Below write the contact details of your Landlord:

(local authority or approved housing body or private landlord)

Contact name:

Contact number:

Repairs and
emergency
number:

Address:

.....

.....

If dealing with an agent, a tenant is entitled to the full name and contact details of the landlord(s) under the Housing Rent Book Regulations Act 1993. Even if dealing with an agent or landlord representative throughout a tenancy, in the event of a dispute, the tenant can only refer an application for dispute resolution against the landlord.

SIGNING YOUR TENANCY AGREEMENT AND COLLECTING KEYS

You will have to sign your tenancy agreement and collect your keys and/or fobs from your landlord.



Have you read and understood your tenancy agreement?

YES

NO

Answer the questions below to help you keep track of:

- when and where to collect your key/fobs, and
- the different keys/fobs you may need.



When do I collect my keys and/or fobs?

--	--	--

DAY

MONTH

YEAR



Where do I collect my keys and/or fobs?



Do I have all the keys and/or fobs to access my new home?

Front door key

Window keys

Fob

Back door key

Other keys

Code No

SECURITY CHECK

SECURITY



Do I know how to lock the doors and windows of my new home?

YES

NO



Do I have a security alarm?

YES

NO



Where is the security alarm located?



Do you know your alarm code?

YES

NO



Do you know how to set the alarm when you go out?

YES

NO



Do you know how to set the alarm for night time?



Do you know how to turn off the alarm?

CHANGING OR SETTING UP BILLS AND UTILITIES

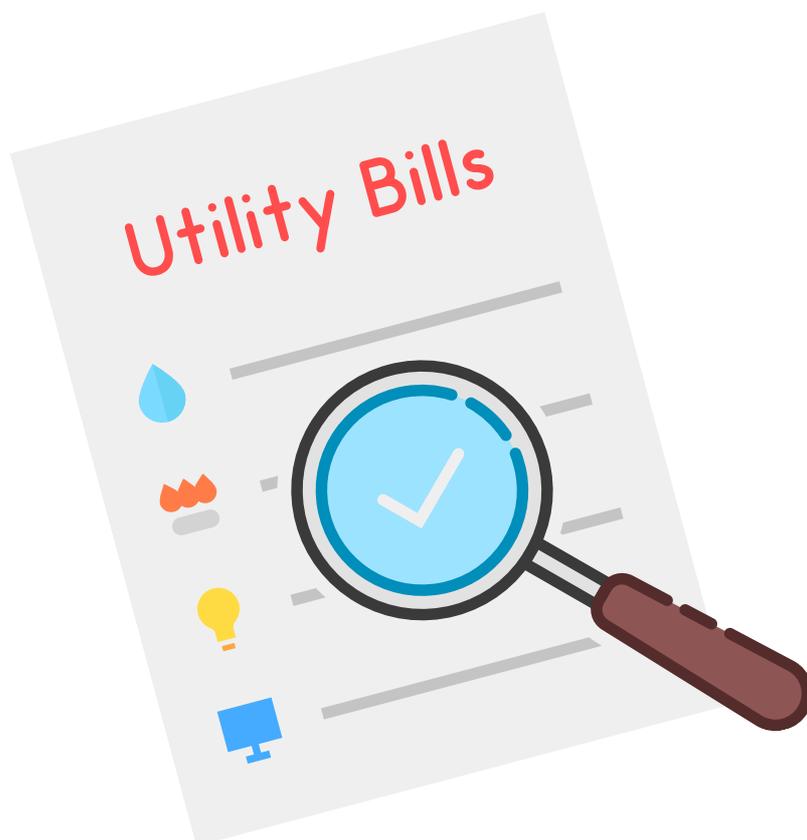
When moving into your new home, you need to set up the utilities like gas and electricity for your home.

There are two ways to do this. You can:

- set up a new account with a utility supplier, or
- transfer your current account to the address of your new home.

If you pay for your electricity and/or gas using a prepay meter, please ensure you know how to top up your prepay meter.

Put the information in the table to track what bills or utilities you need to set up a new account or to transfer your old account to new address.





**I need a new
account**

**I need to
transfer my
account**

Notes

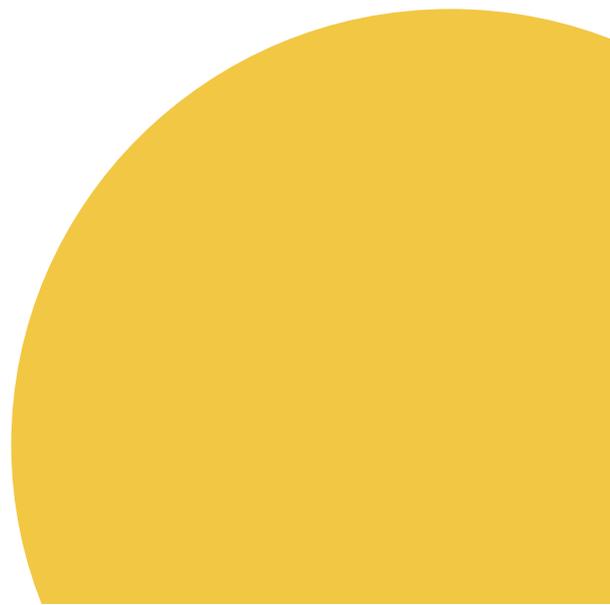
Electricity Supplier

TV

Broadband

Bin collection and
recycling

Gas supplier



UTILITIES CHECK

ELECTRICITY



Do I know where the fuse box is?

YES

NO



Do I know how to turn off my electricity?

YES

NO



Do I know how to read the electricity meter??

YES

NO

All electrical appliances should be installed, used and serviced (inspected to see if it's in good condition) in line with the manufacturers instructions.



GAS (IF APPLICABLE)



Do I know how to read my gas meter?

YES

NO



Do I know how to turn on and off my gas appliances?

YES

NO



Do I have a gas safety certificate?

YES

NO



Do I know the date the boiler was last serviced?

YES

NO



<input type="text"/>	<input type="text"/>	<input type="text"/>
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DAY

MONTH

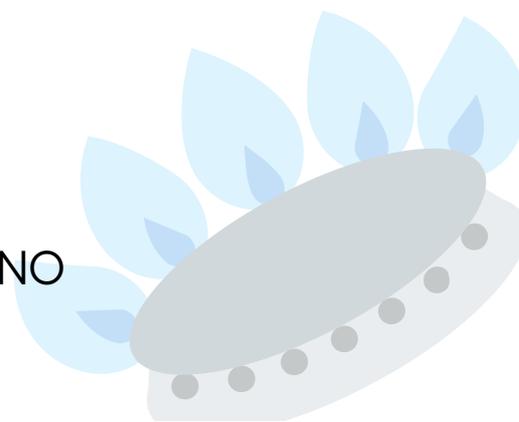
YEAR



Do I know what to do if I smell gas?

YES

NO





Do I know when the boiler next needs to be serviced?

YES

NO



DAY

MONTH

YEAR

All gas appliances and boilers must be installed and serviced (inspected to see if its in good condition) by an authorised person like a gas engineer. They will give you a gas safety certificate that you need to keep to prove it was installed properly. The boiler should be serviced once a year by your Landlord.

HEATING AND HOT WATER



Do I know how my heating system and timer works?

YES

NO



Do I know how to turn the hot water on and off?

YES

NO

WATER



Do I know where the water stopcock is located?

YES

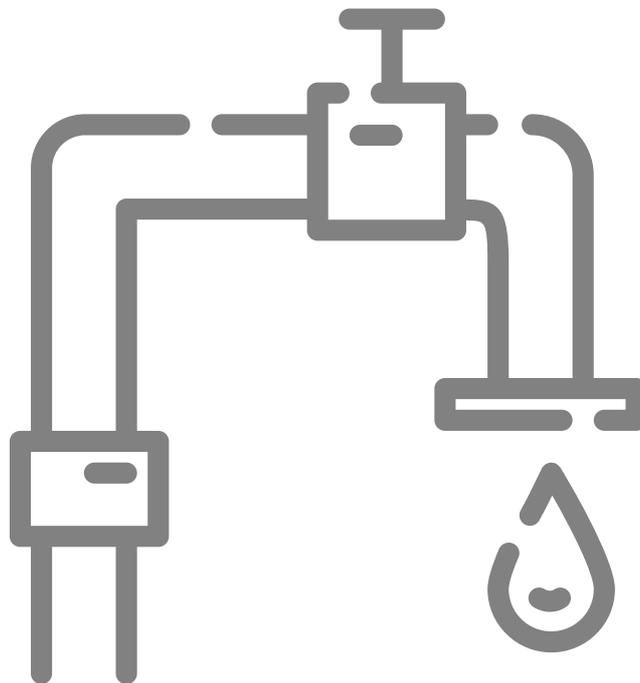
NO



Do I know how to shut my water supply off?

YES

NO



BREAKAGES AND REPAIRS

When renting a property, you should make a list of all the furniture, fittings and carpets. Make a note of any damage and anything that does not work. If you find anything that is broken, you should:

- take a photo, and
- follow the instructions for reporting repairs in your tenant handbook or tenancy agreement.



Do I know how to report repairs to my landlord?

YES

NO



ALARMS AND FIRE SAFETY CHECK



Do I know where the smoke alarms are located?

YES

NO

To test your smoke alarm, press and hold the test button. You should test the alarm once per week to check it is working correctly.



If the alarm is not hard wired, do I know how to change the battery?

YES

NO



Do I know where the fire blanket or fire extinguisher is kept?

YES

NO



Do I know where the carbon monoxide alarms are located?

YES

NO



If the alarms are not wired, do I know to change the battery?

YES

NO

To test your carbon monoxide alarm, press and hold the test button. You should test the alarm once per week to check it is working correctly.

If you have a chimney it must be cleaned once a year.

DETAILS OF UTILITY SUPPLIERS AND BILLS

Please complete the below tables with the details of your utility suppliers and when and how you pay your bill to help you stay organised.



GAS SUPPLIER

Name of company:

Telephone:

Email:

Date bill arrives:

How I will pay:

My Account No:



ELECTRICITY SUPPLIER

Name of company:

Telephone:

Email:

Date bill arrives:

How I will pay:

My Account No:



TV

Name of company: _____

Telephone: _____

Email: _____

Date bill arrives: _____

How I will pay: _____

My Account No: _____



TELEPHONE

Name of company: _____

Telephone: _____

Email: _____

Date bill arrives: _____

How I will pay: _____

My Account No: _____



BROADBAND

Name of company: _____

Telephone: _____

Email: _____

Date bill arrives: _____

How I will pay: _____

My Account No: _____



BIN COLLECTION/RECYCLING

Name of company: _____

Telephone: _____

Email: _____

Date bill arrives: _____

My Account No: _____

Bin collections days:

General waste: _____

Recycling waste: _____

Compost waste: _____

How I will pay: _____



ADDITIONAL TIPS FOR MOVING



TAKE PHOTOGRAPHS

It is a good idea to take photographs of the property before the commencement of a new tenancy, and if possible date them. Similarly, photos should be taken before moving out of the dwelling. This is important should a dispute arise regarding the condition of the property when the tenancy ends.



PACKING AND UNPACKING

Label all of your boxes for easy unpacking.



PREPARATION FOR FINAL BILLS

Take final meter readings before you leave old property.

USEFUL ORGANISATIONS TO CALL FOR HELP

Support Services	Website Address	Contact Number
Citizens Information: provide comprehensive information on public services and on the entitlements of citizens in Ireland.	www.citizensinformation.ie Moving to a new home (citizensinformation.ie)	0761 07 400
Residential Tenancies Board: provide information to tenants and landlords on their rights and obligations, in terms both of living and providing accommodation in the rental sector. RTB database of dispute outcomes: check the RTE database for all dispute outcomes before renting a property on the RTB website.	www.rtb.ie www.rtb.ie/dispute-case-outcomes	0818 30 30 37
Threshold: a registered charity whose aim is to secure a right to housing, particularly for households experiencing the problems of poverty and exclusion.	www.threshold.ie	1800 454 454
Local County Councils	Dublin City www.dublincity.ie South Dublin: www.sdcc.ie/ Dun Laoghaire - Rathdown www.dlrcoco.ie Fingal: www.fingal.ie Kildare: www.kildarecoco.ie	

USEFUL ORGANISATIONS TO CALL FOR HELP

Support Services	Website Address	Contact Number
Housing Assistance Payment: is a form of social housing support provided by all local authorities.	www.hap.ie	
Gas Networks Ireland: if you smell gas a home, on the street or in your business you should contact Gas Networks Ireland immediately.	www.bordgaisenergy.ie	1800 20 5050 (24 hours)
ESB networks: report a power outage	www.esbnetworks.ie	1800 372 999
Emergency Services - Ambulance, Fire Brigade, Garda		999 or 112
Carbon Monoxide - Advice on carbon monoxide	www.carbonmonoxide.ie	1890 89 89 89

