



# 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

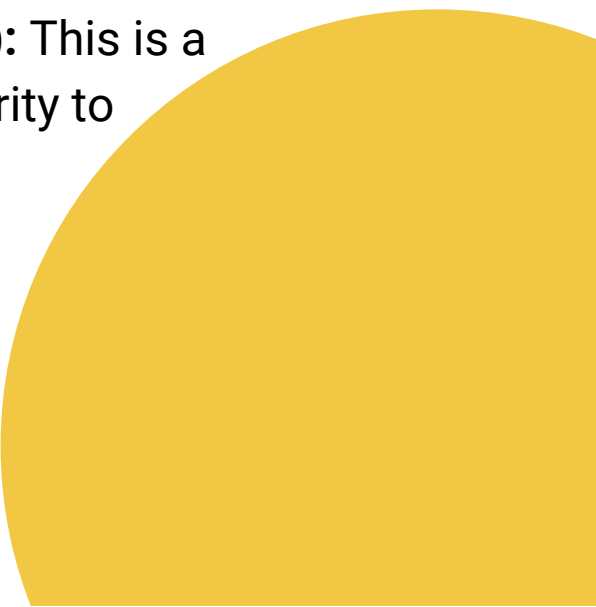
**LANDLORD** the organisation or person who rents your home. This can include the local authority, approved housing body or private landlord.

**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

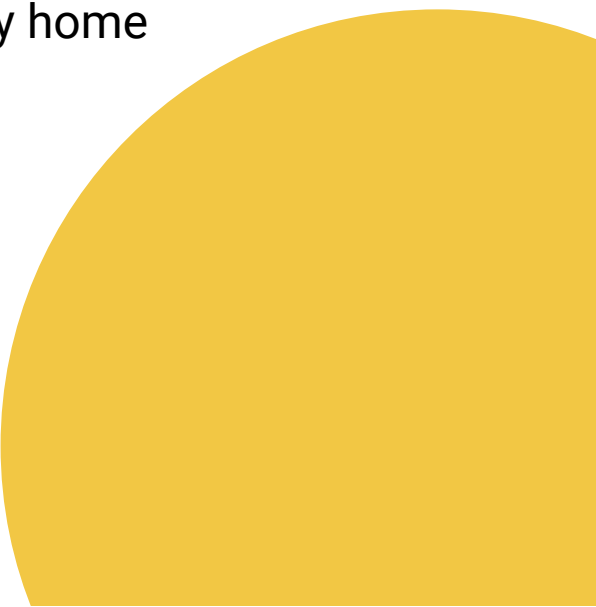
**FOB:** A fob is an electronic key that allows you access to your home and other areas.

**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)

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**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: 

---

---

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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

YES

NO



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

☐☐

**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

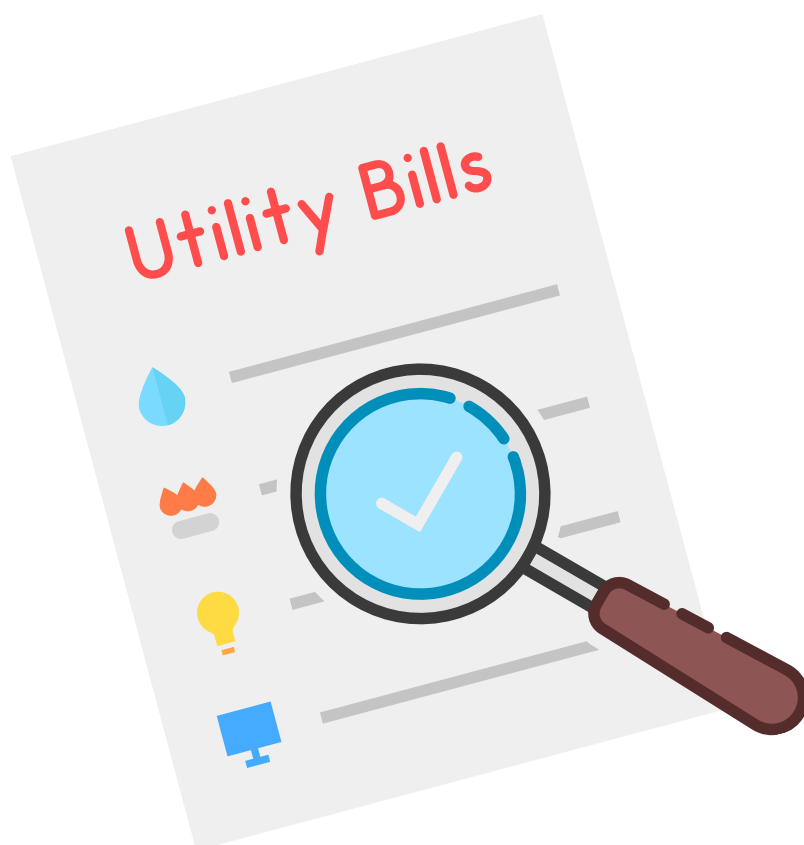
When moving into your new home, you need to set up the utilities like gas and electricity for your home.

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



DAY

MONTH

YEAR



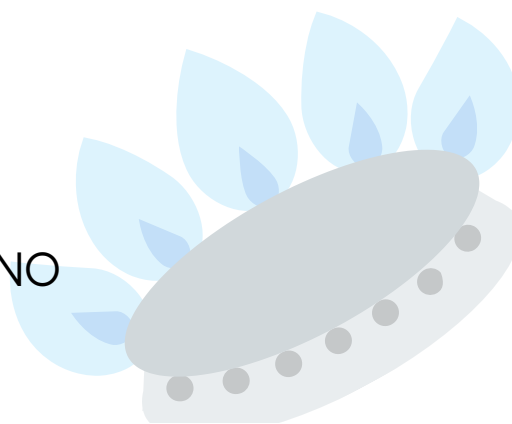
**Do I know what to do if I smell gas?**

☐

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



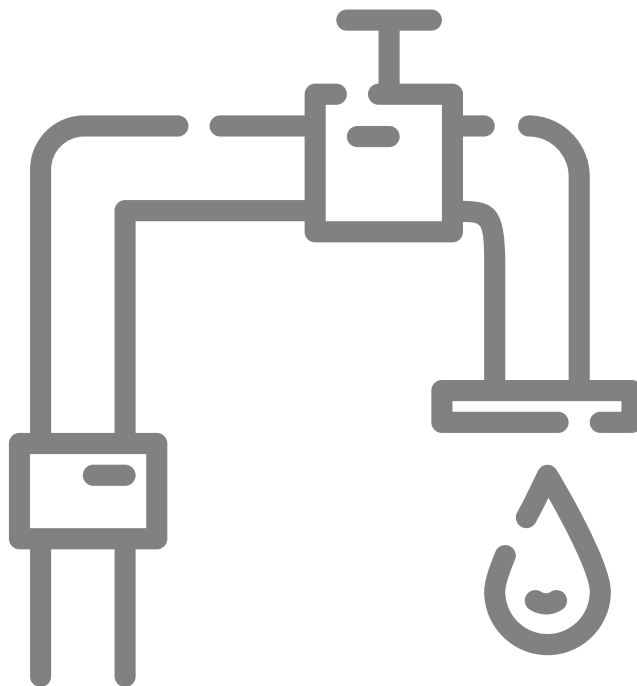
**Do I know how to shut my water supply off?**

☐

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



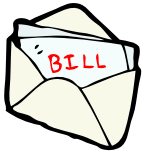
### TAKE PHOTOGRAPHS

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

## USEFUL ORGANISATIONS TO CALL FOR HELP

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

## YOUR NOTES

Use this section to make any notes about your home.

This image shows a blank sheet of white paper with horizontal dashed lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no other markings or text on the page.

## YOUR NOTES

Use this section to make any notes about your home.

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