

JL Homes Enterprises Ltd – New Tenancy Checklist

Property Address: _____

Tenant Name: _____

Room Number: _____

Move-in Date: _____

Pre-Tenancy Documentation

- Assured Shorthold Tenancy (AST) signed and dated
- Tenant ID verified (passport/BRP/right to rent)
- Copy of Right to Rent check completed and retained
- Tenant Handbook issued and explained
- Rent amount and payment terms confirmed
- Utilities amount and payment terms confirmed
- Utility responsibilities explained

Move-In Day Essentials

- Keys issued
- Inventory checklist issued and signed
- Property condition photos taken and saved
- Smoke & CO alarms tested in presence of tenant
- Emergency contact information provided
- Welcome pack issued (house rules, rota, cleaning duties if applicable)
- Introduction to house staff/team/other residents
- Handover of any assistive devices or personal care arrangements

Health & Safety Checks

- Fire exits and evacuation procedure explained
- Fire doors and door closers checked
- First aid procedures and reporting process explained
- Medication storage arrangements reviewed (if relevant)
- Any individual risk assessments reviewed and acknowledged

Tenant Understanding & Acknowledgement

- House rules and expectations discussed
- Support plan and care arrangements reviewed (if applicable)
- Confidentiality and safeguarding explained
- Complaint and feedback process shared

Signatures

Tenant Name: _____ Signature: _____

Staff Member Name: _____ Signature: _____

Date: _____