

Key transfer and start of tenancy sheet for the watchmakers, 22 Lord Street.(Page 1/2)

Apartment/Loft number:

Tenant Name(s):

Date of Tenancy starting:

Entry door fobs number:

Amount of gate fobs:

Gas Meter reading:

Electricity meter reading:

Water Meter reading: Taken by Severn Trent meters in pavement in street at front of building.

Car Registration Number:

Are all lights fitted with bulbs and work **Yes/No**

Are you happy to allow us entry to your apartment without you being there for the purpose of resolving any issues or repairs you may have with your apartment. **Yes/No**

You understand that smoking anywhere within the building is not permitted **Yes/No**

You been told that any furniture on the hard floors will need felt pads to stop the floor from being scratched. **Yes/No**

You have reviewed and understood the default fees **Yes/No**

Have you been told that the bins provided at The Watchmakers are for daily household waste only and to be fair to current tenants any packaging or furniture etc no longer required after you move in should be taken to the Council recycling centre on London road. Any such items found in these bins regardless of size will be removed and a skip ordered to dispose of them, the cost will be invoiced to you. **Yes/No**

You are aware we reserve the right to charge a cleaning fee at the end of you tenancy if we feel the apartment requires further cleaning before the next tenant can move in **Yes/No**

You have been shown the apartments EPC report before signing the tenancy agreement. **Yes/No**

You have been shown and given a copy of the Gas safety certificate **Yes/No**

You have been shown and given a copy of the government how to rent document before signing your tenancy **Yes/No**

You are aware that no deposit has been taken on this tenancy agreement **Yes/No**

You are aware that all repair requests need to be put in writing and either e-mailed, faxed, posted or delivered to our offices to enable to track all repairs, emergency issues should be made by phone

Yes/No

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All apartments have the statutory smoke and carbon monoxide alarms installed. Please confirm that you have seen and tested both the smoke and carbon monoxide alarms and that they are present and fully operational.

Yes/No

You have made aware of your landlord details address and contact details

Yes/No

You can confirm that your immigration status allows you to rent this property

Yes/No

I have been explained the positions and workings of the water stop tap, gas cut off and electrical fuse board.

Yes/No

Please fully inspected apartment for any damage or cleaning issues.

Any Issues found Yes/No (if yes please list below)

I agree that all information above is correct.

Tenant 1

Signed.....

Print name:

Date:

Tenant 2

Signed.....

Print name:

Date:

General Information.

Outside gate code :7812

Front door Gate Code 7171 or 6930

Padlock gate code on right of building 7812

Electric meter cupboard code C6814Y

Bins Emptied on a Wednesday. - Please note if carrier bags or general rubbish is placed in the blue lidded recycle bin it will not be taken.

Car Parking no allocated spots, but there is one for each apartment and 2 x visitor spots.

Electric: Your own fuse box can be usually found in your own hall or cupboard in the hall. If one trips you should see one of the grey levers in a different position to the rest of them.

Boiler :E119 error- needs topping up see YouTube search e119 error baxi boiler.

Cooker, washing machine and boiler have a separate switch that makes the socket the appliance is plugged into live, this need to be turned on for the appliance to work.

Gas, can be turned off by the yellow lever under the boiler or lever in the meter cupboard.

Smoke alarms will beep slowly when the batteries need changing.

Position of Gas meter.....

Manuals and more information can be found on www.covrent.co.uk

Our office is open Monday to Thursday 8am to 5pm and until 4pm on a Friday.

To request a repair please do this by e-mail on admin@covrent.co.uk

Full address: (apartment number) , The Watchmakers, 22 Lord Street, Chapelfields, Coventry, CV5 8EG.

Gas and electricity were originally set up with British Gas:-

Council tax information can be updated by emailing :- sharon.russell@coventry.gov.uk

Don't forget, TV licence(online), Severn Trent water, update your car insurances and bank details etc.

Out of hours e-mail address:- admin@covrent.co.uk

Rubbish Bins.

Please do not leave any rubbish by the side of the bins, it will not be taken.

Any large, bulky or non-household rubbish items such as furniture or large packaging you will need to take yourself to the Council recycling centre on London Road.

www.coventry.gov.uk for directions and further information.

Any items left by the side of the bins after 22nd November 2012 we will removed and the cost of removal and disposal will be charged to the tenant responsible.

Blue Bin.

Only the following items can be put in the blue lidded bin.

Yes please

- food and drink cans
- glass bottles
- newspapers and magazines
- cardboard - toilet roll tubes
- cereal boxes
- junk mail
- glass jars
- drink cartons
- aerosols
- mixed paper and card
- mixed glass
- tetrapaks
- aluminium foil
- All household plastic bottles including milk bottles, detergent bottles, toiletry bottles and cleaning product bottles
- All household plastic food trays including fruit or meat trays
- All household food pots including yogurt and dessert pots
- All household food tubs including fresh fruit and meat trays etc.

No thanks

- Dustbin bags
- Clear dustbin bags
- wallpaper
- lightbulbs
- broken glass
- plastic film/bags
- textiles, clothes and bedding
- general rubbish

Any items found in the blue lidded bin on the no thanks list will mean the council won't take the bin.

Landlord Repair Request

Please use this form to detail a fault or repair required to be inspected.
(Emergency repairs should be reported by phone on 024 76 717172)

Apartment/Loft/House address.....

Tenant name.....

Contact Number.....

Date.....

Do you want to be present when the repair is carried out Yes / No

Please describe Repair required.

Please e-mail this form to admin@covrent.co.uk

Post it or deliver it to hand to :- Shopstuff Ltd, Unit 60a, Kirby Road, Earlsdon, Coventry, CV5 6HN

Fax: 02476 717125

Date Received:

Action/Problem found:

Completion date:

Chargeable:

Please sign below if you are satisfied that the work has been carried out correctly and as instructed.

Tenant.....

Date.....