



MOVING-IN

LIVING IN THE PROPERTY



A guide to renting a house or flat during your time at university

Moving into a new house or flat can feel like a new chapter of independence, excitement and fun. However, there are some key things you may want to consider in order to ensure a stress free move so you can focus on the fun times ahead.

Before you get swept away with your new surroundings - take the time to read this guide and get your house in order, literally!

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When you first move in to the property, remember that you will have to sort the following out:

- Inventory
- Bills for gas, water and electricity
- Council Tax exemption
- Internet
- TV Licence
- Insurance

Inventory

An inventory is a written record of the property that you are going to rent. It should list each room or area of the property, including any garden, as well as features, furniture and appliances within each room. It should also record the condition of everything, such as whether the rooms are clean or if there is any damage. A good inventory will also include photographs.



What should I do when I move in?

Carry out a 'check-in' inventory against the one provided to you by your landlord. If there is anything which is missing or broken, let your landlord/ agent know in writing, as soon as possible.

It is advisable that you take photographs and videos of the condition of the property, including photographs of the walls, ceiling, doors, carpets, appliances and any furniture. Your landlord/letting agency, should allow for reasonable wear and tear and you should not have money deducted from your deposit for that.

You can look at and print out a blank example of an inventory on our [website](#).



Bills

An important thing to consider when looking at a property is whether or not bills are included in the rent.

Step 1: Find out who the existing suppliers are

Ask your landlord/ estate agent to confirm the current suppliers for gas, water and electricity. If they don't know, you can visit the below websites to find out.

Water Supplier: www.water.org.uk/advice-for-customers/find-your-supplier/

Gas Supplier: www.findmysupplier.energy/webapp/index.html

Energy Supplier: www.energynetworks.org/info/faqs/who-is-my-network-operator.html

Step 2: Take meter readings

Take meter readings on the day you move in (or check the inventory to see if they are recorded there). Water is not always metered, so you might instead be charged an amount based on the number of people living in the property.

Step 3: Contact the suppliers to set up new accounts

This can usually be done over the phone. You will need your bank details ready if you want to pay by direct debit.

Switching suppliers

You might be able to save money by switching your supplier. Check your tenancy agreement to see what, if any, rules there are about this. You might need the landlord or agent's permission, or you might be required to switch back to the original supplier at the end of your tenancy.

Council tax

Full-time students generally don't have to pay council tax, so if there are only full-time students living in the property, you won't have to pay council tax.

You are generally considered a full-time student for these purposes if:

- Your course lasts for at least one year, and
- It involves at least 21 hours of study per week (including private study time).

However, if there is at least one non-student or part-time student in the property, the property will be liable for council tax, albeit at only 75% of the normal rate. You may need to contact the council to inform them that you are due the reduced rate.

How this is paid is up to you and your would-be housemates – for example, if you are the only student in a house of professionals, they might be happy for you to be exempt from paying any council tax. However, they don't have to agree to this.

If you are going to be living with anyone who doesn't qualify as a full-time student, you should come to an agreement on this before you move in. Make sure you get any agreement you have reached in writing, just in case there is a dispute in the future.

Click here for further information about [Council tax exemption for students](#).

You can request a Certificate of Registration to confirm your status as a student by emailing studentservices@le.ac.uk



TV Licence

If you watch or record TV as it is being broadcast live, then you will need a TV licence. You will also need a TV licence if you watch or download programmes on the BBC iPlayer catch-up service.

A TV licence costs £157.50 and lasts for one year. You can pay in one go, or spread the cost weekly, monthly or quarterly. You can buy and manage your licence online. And if you don't need your licence for a full 12 months, you could [apply for a refund](#).



Getting caught without one could result in prosecution and a fine of up to £1000.

Do students need a TV Licence?

The law still applies to students. If you rent an individual room in a shared property, then each bedroom will probably need its own TV licence. This also applies if you are living in halls of residence.

If you rent a whole property under a joint tenancy, then one TV licence will probably cover the whole flat or house. More information is available at [TV licenses – Full information for students](#)

Insurance

Having insurance would protect you in case you have to replace all your belongings in the event of a fire, flood or other serious incident.

Do I need insurance?

You are not obliged to take out insurance to protect your belongings. If your tenancy agreement states that you must, this might be an unfair term. Insurance will give you peace of mind and, in the event of an unfortunate incident, can help you get back on with your life as soon as possible.

What sort of insurance should I get?

'Contents' insurance would cover your belongings. You do not need an insurance policy that insures the building itself, as this is the landlords responsibility.

Check to see whether the insurance policy also covers you against accidental damage caused to the landlord's belongings.

Make sure that you get cover for the full replacement value of **all** your belongings, including things like phones and laptops.

Do I already have insurance?

You might already be covered by a policy linked to your family home. Sometimes insurance is packaged with bank accounts or credit cards, so check to see if this is the case for you.

See this useful article on '[How to get cheap student contents insurance](#)'.

Security

Whilst Leicester is generally a safe city to live in, burglaries do occur and can occur anywhere and at any time and some burglars do target student homes, for items such as laptops, ipads, mobile phones, bicycles and other valuable items.

It is always best to take steps/ measures to maximise your home security to limit opportunities for burglars, for example ask the landlord for high gates with locks and security lights to be fitted to the back and side of the property. Keep all doors and windows closed and locked when you are not downstairs or not in the house (burglaries can occur at any time). Use curtains and blinds so that passers by cannot see into your home. Keep your bicycle out of view, locked, ideally chained to a post or something, or in a locked shed or even in the house.

For tips and advice on crime prevention from Leicestershire Police, please click on the following link: [Home security – Burglaries](#).

Housemates, neighbours and local community

Have a chat with your housemates about visitors and acceptable noise levels. It's good to talk this through early on to make sure you all agree on house rules.

Remember: If you're living in a residential area, to be considerate of your neighbours if you're thinking of having any gatherings at your house. The last thing you want is a warning notice from Community Protection Officers.



Moving-In Document Checklist



If you have an Assured Shorthold Tenancy (AST), your landlord should provide the following documents:

Document	Should be provided	✓
Copy of your contract/ tenancy agreement	Before you move in or at the time of moving in	
Tenancy Deposit Protection Certificate	Within 30 days of the deposit being paid	
Check-in inventory and schedule of condition	At the time of moving in	
Gas Safety Certificate	Before you move in	
Energy Performance Certificate (EPC) Provides details on the energy performance of the property you are renting. Each property received a rating between A-G. It's against the law to rent a property that has a rating below E. Find out more about EPC' at www.epcregister.com	At the time of moving in	
Electrical Installation Condition Report (EICR) Provides information on the condition of the fixed electrical installations in the property.	Within 28 days of moving in	
'How to Rent' Booklet Booklet produced by the government. You can find a copy of the version currently in force at www.gov.uk/government/publications/how-to-rent	Before you move in or at the time of moving in	

leicesterunion.com/advice

Advice Service

advice@le.ac.uk

0116 223 1132/1184/1109



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