

To Do Checklist on Your Tenancy Start Date

KEYS

Collect **KEYS** from our office at 12A Hope Street, St. Andrews, KY16 9HJ. We are on the left side if you're coming from St. Marys Place.

CLEANLINESS

CLEANING issues must be reported within 24 hours of collecting keys via email.

UTILITIES & METER READINGS (if you did not set up via Tenantshop)

Take **METER READINGS** and set up an account with the energy supplier for if utilities are not included in your tenancy and return the Utilities form to us.

*Note- there will be supply to the property before you set up an account.

COUNCIL TAX

Students are exempt from **COUNCIL TAX** but you will need to inform and apply to the council for the exemption. You can get in touch with them by email at **BenCtax@fife.gov.uk** and inform them the property address, tenancy start date, all tenants name and advise you are all students.

INVENTORY

You will receive the **INVENTORY** on or just before the tenancy start date. Check, note down any discrepancies (if applicable), sign and return the inventory to us within 7 days of your tenancy start date. Return ONLY one signed copy of the inventory.