

MOVE-IN CHECKLIST

Everything to arrange before you occupy

Moving into a new commercial property is a lot more than just turning up with the keys. Use this checklist to make sure nothing gets forgotten. Tick each item off as you complete it.

Before you sign

- Lease reviewed by your solicitor
- Heads of terms confirmed in writing
- Rent deposit or personal guarantee arrangements agreed
- Key dates identified — start, rent review, break, expiry
- Permitted use confirmed in writing
- Repair obligations understood (internal only, FRI, etc.)
- Service charge budget provided
- Insurance arrangements confirmed

On the day of occupation

- Schedule of condition completed (photographs and written)
- Meter readings taken (electricity, gas, water) — send to us
- Keys counted and receipted
- Alarm codes received and documented
- Access cards, fobs, barrier codes received
- Fire exits located and checked
- Fuse board and stopcock location noted
- Emergency contacts sheet displayed on site

Within first 7 days

- Business rates — contact local authority to register
- Utility accounts — set up with your chosen suppliers
- Broadband and phone lines — arrange connection

- Insurance — confirm your policy is live on the move-in date
- Signage — apply for consent if required
- Fire risk assessment — commission or update
- H&S policy — display required posters
- First aid kit and accident book — install and register

Within first 30 days

- Fire alarm test routine established
- Emergency lighting test routine established
- Staff training on fire procedures completed
- PAT testing arranged if you brought equipment
- Cleaning contractor arrangements in place
- Waste collection arranged
- Window cleaning arranged
- Pest control contract in place if appropriate

Useful contacts to set up

Electricity	Your chosen supplier
Gas	Your chosen supplier
Water	Local water company
Business rates	Local authority
Broadband / phone	BT, Virgin, Zen, etc.
Buildings insurance	Via landlord (insurance rent)
Contents insurance	Your chosen insurer
Public liability	Your chosen insurer
Waste collection	Trade waste provider

Documentation to collect

- Signed lease and Licence for Alterations (if any)
- EPC (Energy Performance Certificate)
- Fire risk assessment
- Asbestos register (if applicable)
- Gas safety certificate (if gas installed)
- Electrical installation condition report (EICR)
- Any landlord-provided compliance certificates
- Service charge budget
- Buildings insurance summary

Keep it all together

Create a physical folder or digital folder for all your property documents. You'll need them for insurance, inspections, sales, disposals, lease renewals, and in emergencies. Keeping everything in one place saves hours when you need it.

Questions?

If anything on this list is unclear, or you're not sure whose responsibility something is, ask us before you move in. Getting it right from day one is much easier than fixing it later. Call 0141 255 0742 or email hello@levinandwhitmore.com.