

Moving In Checklist

Welcome to your new home!

Follow this guide to becoming a happy tenant in your new home, tick when complete!



Have you remembered...	What to do...	Done?
Tenancy contract & Gas Safety certificate – Have you got a copy?	Make sure you have a copy; ask your landlord/letting agent for this if they haven't provided one.	
Bond/Deposit – Do you know your Deposit ID and details of where your bond is protected?	Check your tenancy contract and email inbox for details. If unsure, ask your landlord or contact your Tenancy Deposit Service. Keep your Deposit ID safe, you'll need it when you move out!	
Inventory – Have you filled in the inventory checklist carefully?	Check inventory before signing it. Inform the landlord/agent in writing about any repairs that need doing.	
Gas, electricity and water – Have you contacted your suppliers?	Contact the utility companies and give them meter readings. Put all housemates' names on bills. Welsh Water - 0800 052 0145 www.welshwater.com . Find other details on recent bill.	
Health and Safety – have you registered with your local GP and checked you have working fire alarms?	Register with your local GP's surgery. Check you have working smoke detectors. Contact the Fire Service for a FREE home fire risk check on 0800 169 1234	
TV Licence – Have you got one?	Buy a TV licence at www.tvlicensing.co.uk If living in a shared property only one TV licence is needed, split costs between all housemates.	
Council Tax – Have you got your Council Tax exemption certificate?	Ask your University for this. Send to Cardiff Council, Council Tax Section, PO Box 9000, Cardiff, CF10 3WD	
Rubbish – Do you know your waste and recycling collection day? Be responsible for your rubbish or face a £100 Fixed Penalty Notice from Cardiff Council	Check collection day at www.cardiff.gov.uk/recycling or put a waste calander on your fridge so you don't forget! Put rubbish on the pavement outside your property by 6am on the day of collection (but not earlier than 4.30pm the day before).	
Neighbours – Do you know your neighbours?	Introduce yourself to the neighbours. Put a community postcard through their door.	
Security – Have you protected your valuables?	Register all valuables with www.immobilise.com and mark valuables with name and home address with a UV pen.	
Parking – Do you have a parking permit?	Check whether you need a permit at www.cardiff.gov.uk/parking . Better yet, leave your car at home! Cardiff is easily accessible by bus, foot or bike.	

Rhestr wirio symud i mewn

Croeso i'ch cartref newydd!

Cofiwch am y canlynol pan fyddwch yn symud i le newydd, a thiciwch y blychau wrth i chi eu gwneud!



Ydych chi wedi cofio...	Beth i'w wneud...	Wedi gwneud?
Contract tenantiaeth a thystysgrif Diogelwch Nwy – oes gennych chi gopi?	Gwnewch yn siŵr fod gennych gopi; holwch eich landlord/asiantaeth gosod tai am hyn os nad yw wedi'i roi i chi.	
Bond/Blaendal – Ydych chi'n gwybod manylion eich Blaendal a manylion diogelu'ch bond?	Darllenwch eich contract tenantiaeth a'ch e-byst am fanylion. Os nad ydych yn siŵr, gofynnwch i'ch landlord neu cysylltwch â'ch Gwasanaeth Blaendal Tenantiaeth. Cadwch fanylion eich Blaendal yn ddiogel, bydd eu hangen arnoch wrth symud allan.	
Rhestr Offer – Ydych chi wedi'i llenwi'n ofalus?	Sicrhewch fod popeth yn ei le cyn ei llofnodi. Rhwch wybod i'r landlord/asiant yn ysgrifenedig am unrhyw atgyweirio sydd angen ei wneud.	
Nwy, trydan a dŵr – Ydych chi wedi cysylltu â'ch cyflenwyr? Dŵr Cymru -	Cysylltwch â'r cwmnïau cyfleustodau a rhwch ddarlleniadau mesurydd iddynt. Rhwch enw pawb yn y tŷ ar filiau. 0800 052 0145 www.dwrcymru.com . Manylion eraill ar fil diweddar.	
Iechyd a Diogelwch – ydych chi wedi cofrestru â'ch meddygfa leol a sicrhau bod eich larymau tân yn gweithio?	Cofrestrwch â'ch meddygfa leol. Sicrhewch fod y larymau tân yn gweithio. Cysylltwch â'r Gwasanaeth Tân am brawf risg tân cartref AM DDIM ar 0800 169 1234	
Trwydded teledu – Oes gennych chi un?	Prynwch un yn www.tvlicensing.co.uk . Os ydych chi'n rhannu'r eiddo â phobl eraill dim ond un drwydded sydd ei hangen arnoch. Rhannwch y gost rhwng pawb.	
Y Dreth Gyngor – Oes gennych dystysgrif eithrio'r Dreth Gyngor?	Gofynnwch i'r Brifysgol amdani. Anfonwch i Gyngor Sir Caerdydd, Adran Y Dreth Gyngor, Blwch SP 9000, Caerdydd, CF10 3WD.	
Sbwriel – Ydych chi'n gwybod eich diwrnod gwastraff ac ailgylchu? Byddwch yn gyfrifol am eich sbwriel neu gallwch wynebu Hysbysiad Tâl Cosb am £100 gan Gyngor Caerdydd	Dysgwch pryd mae'ch diwrnod casglu yn www.caerdydd.gov.uk/ailgylchu neu rhwch galendr gwastraff ar yr oergell i'ch helpu i gofio! Rhowch sbwriel ar y palmant y tu allan i'ch eiddo erbyn 6am ar y diwrnod casglu (ond nid cyn 4pm y diwrnod cynt)	
Cymdogion – Ydych chi'n eu hadnabod?	Cyflwynwch eich hun i'r cymdogion. Rhwch gerdyn post cymunedol drwy'r drws.	
Diogelwch – Ydych chi wedi diogelu pethau gwerthfawr?	Cofrestrwch bethau gwerthfawr yn www.immobilise.com a nodwch nhw ag enw a chyfeiriad cartref gyda beiro uwchfioled.	
Parcio – Oes gennych chi drwydded parcio?	Ewch i www.caerdydd.gov.uk/parcio i ddysgu a oes angen un arnoch. Neu gadewch y car gartref! Mae'n ddigon hawdd cerdded o amgylch Caerdydd. Mae'n hawdd teithio yng Nghaerdydd ar y bws, ar droed neu ar y beic.	