

Landlord Checklist

Safety

- ✓ Gas safety certificate must be carried out annually and must be provided to tenants.
- ✓ All electrical appliances/devices must be safe to use. We recommend carrying out an installation survey or PAT test so you can ensure compliance.
- ✓ Water supply must be safe in order to protect tenants from Legionella. Run taps regularly if the property has been empty for a while.
- ✓ Smoke alarms must be installed on every floor of the property and in working order at the start of the tenancy.
- ✓ Carbon monoxide alarms must be installed with a solid burning fuel appliance

EPC

- ✓ An EPC must be purchased prior to letting the property. As of 1st April 2018, the minimum efficiency rating must be E.

Deposits

- ✓ Must provide tenants with a signed copy of the deposit protection certificate within 30 days of the tenancy starting.
- ✓ Must provide the prescribed information (usually within the tenancy agreement)
- ✓ Must provide the information for tenant's leaflet from the scheme

It is a legal requirement to protect a tenant's deposit for an Assured Shorthold Tenancy (AST) with a government approved scheme.

Right to Rent

Landlords are responsible to check if tenants have a right to reside in the UK by checking original passport/driving licence documents alongside VISAs and resident cards where applicable.

Information for Tenants

Tenants must be provided with the landlord's full name and address or details of their letting agent.

Government 'how to rent' guide

- ✓ Must provide tenant with the government 'how to rent' guide within 30 days of the tenancy starting.

Repairs

Landlords are responsible for most repairs including the structure and the exterior of the property.

E.g. Gutters, roofs, chimneys, exterior drains (not if caused by blockage from tenant).

Landlords are also responsible for the water supply, gas and electricity to ensure they are in working order and safe. See full details in tenancy agreement.

Access

Always give adequate notice in line with the tenancy agreement. Notice periods do not apply in an emergency, e.g. preventing a flood/fire. It is always good practice to contact your tenant as you realise you need urgent access.

Manuals

- ✓ Must provide tenant with all manuals for the property