

Self-Managing Landlords Checklist



PRE-TENANCY CONSENTS TO LET

- If the property is subject to a mortgage, has the lender's consent to let been obtained and is all supporting documentation in place?
- Is the landlord's insurance cover adequate and valid for letting the property?
- If leasehold is applicable, is the landlord sure they are non in breach of any covenants in this?
- Is landlord registered with ICO?

SAFETY LEGISLATION

- Fire and furnishing regulations - is all furniture legally compliant?
- Smoke & carbon monoxide regulations - is there a smoke alarm on each floor?
- If a solid fuel or fixed combustion appliance is in any room used as a living accommodation (excluding gas cookers), are carbon monoxide detectors present?
- Gas Safety Certificate - completed by a gas safe engineer before tenancy start date?

Gas Contractor details _____

- Gas safe register certificate (renewed annually) for engineer and a copy of ID card?

Date of Expiry Cert: _____

What appliances are they qualified to work on? _____

Any warning notices or comments regarding repairs? YES / NO

Details : _____

- EICR cert conducted by qualified NICEIC electrician?

Details of electrician _____

- PAT test conducted on any portable appliances that are being left in the property?

Date of Expiry of PAT test: _____

- The property has a valid Energy Performance Certificate with a rating E or above to comply with the Minimum Energy Efficiency Standards Rating of EPC?

Date of Expiry of EPC & Rating: _____

- HHSRS risk assessment on file?
- Legionella risk assessment on file?

SETTING UP TENANCY

- Full references for tenant on file?
To include financial viability, rental history and employment checks:
Right to rent checks must be completed for all occupiers over 18 to ensure compliance with The Immigration Act 2016 to avoid penalties.
- Time sensitive visas? If so, dates of expiry recorded to check back?
- Keep copies of all relevant documents, passports etc, secure in line with GDPR regulations
- Deposit monies taken and protected with relevant scheme within 30 days?
- Evidence that prescribed information and deposit protection certificate has been served to tenant within 30 days of receiving the deposit

- Proof that Gas cert served to ALL tenants pre-tenancy
- Proof that the correct version of the how to rent guide served to tenant's pre-tenancy
- Proof that the EPC cert showed to tenants pre-viewing and then given to ALL tenants pre-tenancy
- Proof that a copy of the EICR has been given to the tenants prior to the start of the tenancy (this document does not form part of the de-regulation act)

Proof of services of all of these is essential if you ever need to give notice as without this the application (notice 6A) for possession to the court will be dismissed

- Assured Shorthold Tenancy agreement in place which outlines the term of the tenancy, rent payments and all obligations
- Proof that the tenancy agreement given to the tenant's pre-tenancy start date in order for them to read and understand (and get legal advice if necessary)
- Tenancy agreement signed by all parties
- Guarantors: referenced in line with tenants?
- Guarantors ID received and address/contact details saved on file?
- Guarantor deed signed by all parties and executed?
- Thorough inventory obtained on property to include dated photographic evidence
- Proof that a copy of the EICR has been given to the tenants prior to the start of the tenancy (this document does not form part of the de-regulation act)

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STARTING A TENANCY

- Have all tenants signed the required tenancy documents and received copies?
- Have you confirmed your bank details and clearly outlined the rent payment process, including timing (this should also be in the AST so it's clear and defined)
- Tenants issued with the inventory and understand their obligation to sign and return it within the designated timeframe or have reviewed and signed it together in agreement.
- Before handing over the keys, the property was inspected and all smoke alarms and CO2 alarms are working, with documentation recorded
- Tenants were informed of their responsibilities for smoke and carbon monoxide detectors, ensuring compliance with the Smoke and Carbon Monoxide Regulations 2015 (Essential for a smooth tenancy conclusion).
- Inform tenants that, as per their tenancy agreement, periodic property checks will be conducted in compliance with Housing Act regulations giving them a minimum of 24 hours-notice to include how often you will be doing them so as not to breach their quiet enjoyment and to avoid breaching the Protection from Harassment Act 1997

DURING THE TENANCY

- Ensure the Gas Safety Certificate remains valid at all times, with no gaps in coverage.
Dates of gas safety certificates completed: _____
- Proof that the Gas cert was provided to the tenants within 28 days of renewal
- Ensure PAT testing is completed annually (portable appliances checks) and electrical checks completed in line with correct dates?
- Evidence of maintenance works being received and responded to in writing
- Audit trail of any maintenance recorded on compliance visit and follow up actions?

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COMPLIANCE VISITS

- Completed at 6 month intervals for duration of tenancy?

Dates of inspections: _____

- Time sensitive visas checked in compliance with the Immigration Act 2016?
Any occupants unable to prove their right to reside in the UK must be reported To the Home Office to avoid potential legal penalties
- Any previous under 18s need their right to rent status checked (if so, completed and on file?)
- Documented photographic reports from compliance visits on file?
- All rooms, basement and exterior etc checked during compliance visit?
During compliance visits, if any signs of illegal activity is noticed, they should be reported to the relevant authorities to remain compliant with The Proceeds of Crime Act 2002. Any unauthorised occupants should have their ID verified and if they are unable to provide it, appropriate steps should be taken to address the situation
- Address all maintenance issues promptly, keeping tenants informed and obtaining their permission before anyone enters the property (even if they have notified you of the problem, they still have a right under the landlord and tenant act 1985 and protection from harassment act 1977 to confirm who goes into their home). Keep all these interactions documented with in depth notes, you may need them as evidence at a later date.