

Checklist for Landlords

Essential

Good Practice

Register as a landlord.



Inform mortgage lender.



Check Tax implications.



Ensure adequate smoke/CO2 detector provision is in place.



Carry out electrical/gas checks.

Inspect for Repairing Standard Purposes.



Arrange Energy Performance Certificate (EPC) – see leaflet in pack. Electrical Installation Condition Report and Portable Appliance Testing.



Advertise for tenant. All adverts have to include your EPC indicator and your Landlord Registration Number.



Arrange viewings, if property is occupied seek permission from tenant.



Give draft lease agreement (this can be done electronically if incoming tenant agrees).

Check references and emergency contact details.



Agree method of communication with tenant - paper copy, by post, in person or e-mail. The new PRT can be signed digitally if both parties are agreeable.



Create Model Private Residential Tenancy (PRT) adding own relevant information.
Sign Tenancy Agreement either in person or digitally.

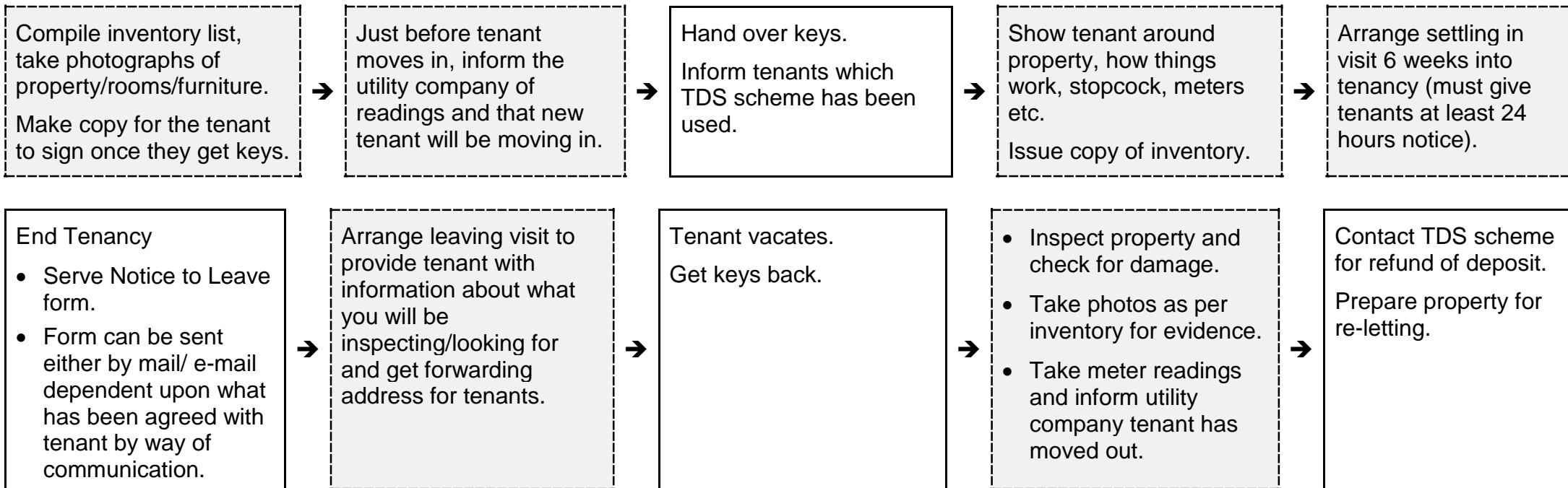


Provide copies of EPC and Electrical Safety reports. It is the legal responsibility of the owner to 'affix the certificate to the building' in a place that is readily accessible ie within the electricity meter cupboard.



Arrange payment of rent, deposit, if applicable.
Lodge deposit with Tenancy Deposit Scheme (TDS) within 30 working days of the tenancy start date– see leaflet in pack.
Inform council tax of tenant details.

Continued on next page.



Please note that additional requirements may be necessary for HMO licensing.

This is for information purposes only and is not intended as a substitute for legal advice. Landlords are encouraged to seek independent legal advice in relation to tenancy management.