

Landlord Legislation Checklist

Property Address:

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Scheduled Tenancy Start date:

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Tenant(s) Name:

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Tenant(s) contact number:

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PRE MOVE-IN

- Keys obtained (x3 sets)
- Proof of ownership obtained
- Consent to let obtained
- If No above, conduct land registry check
- ICO registration (GDPR)
- Privacy policy created GDPR
- Insurance policy set up
- HHSRS assessment conducted
- EPC (RATED HIGHER THAN F)
- EPC expiry date reminder set
- Gas safety certificate
- Check gas safe contractor
- Gas safety certificate expiry date reminder set
- Electrical installation condition report (EICR)
- EICR expiry date reminder set
- PAT test
- PAT test expiry date reminder set
- Check electrical contractor
- Smoke detectors - at least one on each storey and date stamped/valid
- CO detector (where required) and date stamped/valid
- Check furnishings for fire safety
- Legionella risk assessment
- Notify current tenants of move date (HMO)
- Prepare paperwork for move in (start of tenancy letter, gas cert, inventory etc)
- Selective licence required? (Y / N)
- If Yes above, has this been applied for? (Y / N)

PRE MOVE-IN – TENANT SPECIFIC

- Tenant credit checked
- Tenant employment reference obtained with documented proof
- Tenant current residency reference obtained (if in rented)
- Tenant photographic ID obtained
- Tenant bank statements / affordability checked
- Tenant right-to-rent check conducted
- Tenant right-to-rent follow up appointments set
- Tenancy agreement created (recommend AST)
- Additional clauses added to tenancy agreement (where applicable)
- Rent / deposit monies paid by applicant
- Inventory booked
- Any special meter requirements? Prepay meters? If so, prepare for this
- Tenancy agreement signed by all parties
- Check in appointment set

MOVE IN

- Original ID checked and copied (add to file)
- Give EPC to Tenants (1)
- Give Gas Certificate to Tenants (2)
- Give 'How To Rent' Guide to Tenants (3)
- Signed Key Copy Document
- Signed Inventory / Disclaimer document
- Copy of licence provided to tenants (where applicable)

Tenant Print Name

Tenant Signature for docs 1,2,3

Date

Date Given to Tenants

Tenant Signature

POST MOVE-IN

- Signed tenancy agreement filed
- Tenancy agreement expiry date set
- Update gas provider with meter readings
- Update electricity provider with meter readings
- Update water provider with meter readings (if applicable)
- Update council with tenant details
- Register deposit with deposit scheme
- Send deposit funds (where applicable)
- Set up inspection date (3- 6 monthly)
- Provide 24/7 emergency contact telephone number to tenant
- Outline tenant process for reporting repairs / maintenance
- Set rent review date (min 12 months)

Date Sent:

