



iHowz - Landlord checklist:-

Matter	Checked
Prior to offering an agreement	
Mandatory matters:-	
Right to Rent Immigration Checks:-	
seen appropriate documents for ALL occupants BEFORE offering	
all documents copied, in front of that occupier (keep for tenancy + 1 year) - check again if required	
All consents to let agreed (leasehold; mortgage; joint owners)	
If required – valid EPC available (not required for HMO)	
All fire regulations met	
If required – appropriate property licensed applied for (Mandatory; Additional; Selective)	
Valid electrical safety certificate available (required on all new lets after June 2020)	
Any furniture meets 1988 fire regulations	
Strongly recommended:-	
Property in good maintenance and decorative order (ensure no cat 1 HHSRS faults)	
All tenants vetted and credit checked (especially student tenants - consider Guarantor, and/or rent protection insurance)	
Taken NI number for all tenants (essential for Universal Credit payments – useful for tracing someone)	
Appropriate landlord insurance in place	
If using an agent ensure they have full money protection (member of ARLA;etc) and belong to a Redress Scheme	
When signing agreement :-	
Mandatory matters:-	
Valid Gas Safety Inspection Record available (CP12) (MUST be issued BEFORE tenant takes occupation)	
Valid Electrical Certificate issued	
Smoke and CO alarms fitted	
All plugs and sockets checked visually	
All electrical equipment fit for purpose (PAT test could be used)	
Have duty of care to ensure no risk of Legionnaires Disease	
If taken - deposit properly dealt with (lodged in time; ALL interested parties served Prescribed Information)	
Agreement signed, and witnessed (suggest initial <u>every</u> page)	
Have issued the 'How to Rent' booklet – can be emailed with tenants permission	
Provide tenants with details of how their personal data will be used (suggest issue privacy statement)	
Strongly recommended:-	
Full inventory carried out, including all keys and all meters (include photo's; suggest initial <u>every</u> page)	
If Deposit <u>not</u> taken agreement mark AST appropriately	
During let :-	
Mandatory matters:-	
Don't enter property without permission	
Deal with any repairs in an appropriate time (Section 11 of the 1985 Housing Act)	
If required – follow up Right to Remain check (Check; copy. Advise Home Office if checks failed)	
Renew Gas Safety Inspection annually (Can be applied for up to 2 months prior to CP12 ending)	
Strongly recommended:-	
Ensure rent received on time	
Inspect property regularly (ensure permission obtained)	
End of let :-	
Mandatory matters:-	
Ensure agreement ended legally:-	
Keep proof if tenant has finished the let voluntarily	
If landlord requesting termination of the let – ensure Notice to Quit served correctly	
If taken – deal with deposit correctly :	
Strongly recommended:-	
If taken – check inventory	
Change locks	

Must be able to prove all the above in case of a dispute.