

Landlord Compliance Checklist

Keeping self-managing landlords safe
and free from risk of prosecution



> Landlord Compliance

CHECKLIST

CONSENTS TO LET

- If there is a mortgage, is all the paperwork in place to allow the landlord to let the property?
- Does the landlord have landlord insurance?
- If leasehold is applicable, is the landlord sure they are not in breach of any covenants?
- Is the landlord registered with the ICO?

SAFETY LEGISLATION

- Is all furniture compliant?
- Smoke alarm on each floor?
- If you have a solid fuel or fixed combustion appliance in any room used as living accommodation (excluding gas cooker), are carbon monoxide detectors present?
- Completed by a Gas Safe engineer before tenancy start date?
- Gas Safe register certificate for engineer and copy of ID card?
- What appliances are they qualified to work on? _____
- Gas Safe Register certificate and ID card expiry date: _____
- Appliances the engineer is qualified to work on: _____
- Any warning notices or comments regarding repairs? _____
- EICR certificate conducted by a qualified NICEIC electrician?
- Details of electrician: _____
- PAT test conducted on any portable appliances being left in the property?
Date of Expiry PAT test: _____
- The property has a valid Energy Performance Certificate (EPC) with a rating of E or above to comply with Minimum Energy Efficiency Standards
Rating of EPC: _____
Date of expiry: _____
- Legionella risk assessment on file?

SETTING UP TENANCY

- Full references for tenant on file? To include financial viability, prior renting history, and employment checks.
Right to Rent Checks on all over-18 occupiers? (Failure to comply could result in a prison sentence and hefty fine under the Immigration Act 2016.)
- Time-sensitive visas?
- Copies of all relevant documents (e.g., passport) stored securely in line with GDPR.
- Deposit monies taken and protected with a relevant scheme within 30 days?
- Deposit protection certificate downloaded and served to tenants within 30 days of receipt?
- Proof that Gas Safety certificate was served to all tenants pre-tenancy.
- Proof that EPC certificate was shown to tenants pre-viewing and given to all tenants pre-tenancy.
- Proof that the correct version of the How to Rent Guide was served to tenants pre-tenancy.
- Proof that the license was issued to tenants (if applicable).
- Proof that a copy of the EICR was given to tenants before the start of tenancy.
- Proof of service for all of these documents is essential if you ever need to give notice. Without this, a Notice 6A for possession will be dismissed.
- Assured Shorthold Tenancy (AST) agreement in place, outlining the fixed term, rent payments, and all obligations.
- Proof that the tenancy agreement was given to tenants before the tenancy start date (to allow time for review and legal advice if needed).
- Tenancy agreement signed by all parties?
- Tenancy agreement executed?

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Guarantors

- Referenced in line with tenants?
- Guarantor ID received and address/contact details saved on file?
- Guarantor deed signed by all parties and executed?
- Thorough inventory obtained, including dated photographic evidence.

STARTING THE TENANCY

- Each tenant has signed all documents related to the tenancy and received copies.
- Bank details confirmed and tenants informed of how and when to pay rent.
- Tenants issued with the inventory and made aware of their responsibility to sign and return it within the designated time.
- Alternatively, attend the property, review the document together, mutually agree, and sign it off.
- Attended the property before key handover to check all smoke alarms.
- Documented that alarms are in working order.
- Ensured tenants are aware of their responsibility to maintain them.
- Tenants signed a document confirming they witnessed the smoke alarm test and understand their responsibility for ongoing checks.
- Made tenants aware of periodic property checks, providing a minimum of 24 hours' notice, in line with the Housing Act and Protection from Harassment Act 1997.

DURING THE TENANCY

- Ensure the Gas Safety Certificate remains valid throughout the tenancy.
Dates of Gas Safety Certificates completed: _____
- Proof that Gas Safety certificate was served to tenants within 28 days of renewal.
- PAT testing conducted yearly (if applicable).
- Electrical checks completed in line with regulatory dates.
Inspections: _____
- Completed at 6-month intervals throughout the tenancy.
- Dates of inspections:
- Time-sensitive visas checked in line with the Immigration Housing Act 2016.
- Report any illegal occupants to the Home Office to avoid imprisonment or fines.
- Right to rent status rechecked for tenants who turned 18 during tenancy?
- Documented photographic reports from inspections on file.
- Evidence of maintenance works received and responded to in writing.
- Audit trail of maintenance recorded from inspections, including follow-up actions.
- All rooms, basements, and exteriors checked during inspections.
- Report any signs of illegal activity to the relevant authorities (Proceeds of Crime Act 2002).
- Verify ID of unauthorised occupants.

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MAINTENANCE AND TENANT INTERACTIONS

- Complete maintenance issues in a timely manner.
- Inform tenants and seek their permission before entering the property
- Document all interactions thoroughly.
- Store all tenancy-related information securely in compliance with GDPR.

SECTION 21 NOTICE (Notice to Vacate)

- Issued the correct Form 6A notice.
- EPC
- Deposit registration
- Gas Certificate
- How to Rent guide
- License (if applicable)
- Confirmed it is not a retaliatory eviction under Section 33 of the Deregulation Act.
- If tenants fail to move out: Do not enter the property – this is illegal.
- Seek urgent legal advice and apply for possession through the courts.
- Wait for tenants to surrender the keys before entering.
- If tenants breach the court-ordered eviction date, apply for a bailiff's warrant.

**FAILURE TO COMPLY CAN LEAD TO RENT
PENALTY ORDERS, BANNING ORDERS,
TRIBUNAL ACTION, FINES OF UP TO £50,000
OR EVEN CRIMINAL CHARGES**