Checklist for Landlords

Essential

Good Practice

pack.

Inform council tax of

tenant details.

cupboard.

Register as a landlord. Inform mortgage lender. Check Tax implications. Ensure adequate Carry out **→ →** electrical/gas checks. smoke/CO2 detector provision is in place. Inspect for Repairing Arrange Energy Advertise for tenant, All Arrange viewings, if Give draft lease Standard Purposes. Performance Certificate adverts have to include property is occupied seek agreement (this can (EPC) – see leaflet in vour EPC indicator and permission from tenant. be done electronically pack. Electrical → vour Landlord \rightarrow if incoming tenant Installation Condition Registration Number. agrees). Report and Portable Appliance Testing. Provide copies of EPC Create Model Private Check references and Agree method of Arrange payment of and Electrical Safety communication with Residential Tenancy rent, deposit, if emergency contact details. tenant - paper copy, by (PRT) adding own reports. It is the legal applicable. relevant information. post, in person or e-mail. responsibility of the Lodge deposit with The new PRT can be owner to 'affix the Sign Tenancy Agreement **Tenancy Deposit** signed digitally if both certificate to the building' either in person or Scheme (TDS) within parties are agreeable. in a place that is readily digitally. 30 working days of accessible ie within the the tenancy start electricity meter date- see leaflet in

Continued on next page.

Hand over keys. Compile inventory list, Just before tenant Show tenant around Arrange settling in take photographs of visit 6 weeks into moves in, inform the property, how things Inform tenants which property/rooms/furniture. utility company of work, stopcock, meters tenancy (must give TDS scheme has been readings and that new tenants at least 24 etc. Make copy for the tenant used. tenant will be moving in. hours notice). to sign once they get keys. Issue copy of inventory. **End Tenancy** Arrange leaving visit to Tenant vacates. Inspect property and Contact TDS scheme provide tenant with for refund of deposit. check for damage. Get keys back. Serve Notice to Leave information about what Prepare property for form. Take photos as per vou will be re-letting. inventory for evidence. Form can be sent inspecting/looking for **→** either by mail/ e-mail and get forwarding Take meter readings dependent upon what address for tenants. and inform utility

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

has been agreed with

tenant by way of

communication.

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.

company tenant has

moved out.