

Compliance Checklist for Residential Landlord

Tenant Name(s):

Property:

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Subject	Action to be taken	Supporting documents and information	Record of steps taken
<b>Information Gathering Stage</b>	Carry out hazard risk assessment and take action in respect of rectifying/managing any risks identified.	<a href="#">Carrying out a health and safety rating (HHSRS)</a>	<< >>
	Ensure smoke alarms fitted, tested and in working order.	<a href="#">Smoke Alarm Requirements and Alarm Obligations</a>	<< >>
	Carbon monoxide detectors in every room where fuel burning appliances are used and in working order	<a href="#">Carbon Monoxide Alarm Requirements and Alarm Obligations</a>	<< >>
	Ensure valid Energy Performance Certificate available (EPC)	<a href="#">Energy Performance Certificate (EPC) MEES</a>	<< >>
	Arrange annual gas safety check and certificate available	<a href="#">Gas Safety Certificate (GSC) and Landlord Health and Safety Policy</a>	<< >>
	Ensure valid electrical installation condition report available and PAT testing of any electrical appliances in the property	<a href="#">Electrical Installation Condition Report (EICR) and Landlord Health and Safety Policy</a>	<< >>
	If furnished, check in lettable condition and safety compliance. If upholstered furniture is not flammable, have safety labels attached. If curtains are not fire resistant, ensure cords are safe and secure		<< >>
	Prepare detailed inventory to include details of the condition of the property and contents	<a href="#">Inventory Schedule (PROP.GN.RL.01)</a>	<< >>
	<a href="#">Inventory Schedule (PROP.GN.RL.01)</a>	<< >>	

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<b>Pre-tenancy Stage</b>	Obtain tenant and guarantor details and application form to prospective tenant(s)	and	<a href="#">Application Form for a Residential Tenancy (PROP.RES.02)</a>	<< >>	
			<a href="#">GDPR-Privacy-Notice-for-Landlords (PROP.RES.203)</a>		
	Agree heads of terms.		<a href="#">Residential Tenancy Heads of Terms (PROP.RES.01)</a>	<< >>	
	Carry out identification verification check	tor(s)	<a href="#">Client-Identification-Form (PROP.CID.02)</a>	<< >>	
	Carry out right to rent checks (England)		<a href="#">Right-to-Rent-Checklist (PROP.RES.104)</a>	<< >>	
	Obtain references.			<a href="#">Reference Request Letter from Previous Residential Landlord (PROP.RES.03)</a>	<< >>
				<a href="#">Letter Requesting Reference from Residential Tenant's Bank (PROP.RES.04)</a>	<< >>
				<a href="#">Letter Requesting Reference from Guarantor's Bank (PROP.RES.05)</a>	<< >>
			<a href="#">Letter Requesting Reference from Residential Tenant's Employer (PROP.RES.128)</a>	<< >>	

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		<a href="#">Seeking Personal Licence for Residential Tenant (P.RES.06)</a>	<< >>
		<a href="#">Requesting Personal Licence for a Residential Tenant's Guarantor (P.RES.07)</a>	<< >>
	Enter into a holding deposit agreement if you are collecting a holding deposit.	<a href="#">Landlord's Holding Deposit Agreement for AST (England) (P.RES.220)</a>	<< >>
	Apply for mortgage company's consent to the grant of the mortgage (if required under mortgage conditions).	<a href="#">Requesting Mortgage Company Consent to Let Residential Property (P.RES.08)</a>	<< >>
	Issue a notice to the prospective tenant informing them of the mortgage on the property and setting out two grounds in s.84 of the Housing Act 1988 on which landlords and/or lenders may seek possession of a property.	<a href="#">Notice of Grounds of Possession to Landlord or Mortgage Lender (P.RES.244)</a>	<< >>
	Agree inventory with tenant before or on move in day with	<a href="#">Inventory Note-Property-Form (PROP.GN.RL.01)</a>	<< >>
		<a href="#">Inventory Form (P.RES.10)</a>	<< >>
<b>Grant of</b>	Use an appropriate template from the groups of templates in the column.	<a href="#">Standard Shorthold Tenancy Agreements</a>	<< >>

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<p><b>tenancy</b></p>				<p><a href="#">Home Business Tenancy Agreements</a></p> <p><a href="#">Contractual Tenancy Agreements</a></p> <p><a href="#">Company Let Tenancy Agreements</a></p> <p><a href="#">Room Licenses</a></p> <p><a href="#">Student Letting Agreements</a></p>	
<p><b>Protection of tenancy deposit</b></p>	<p>Ensure that any tenancy deposit is protected under the Tenancy Deposit Scheme within 30 days. Read the Prescribed Information to the tenant.</p>		<p>tenancy receipt and</p>	<p><a href="#">Guidance for Landlords on Tenancy Deposit Protection (PROP.RES.13)</a></p> <p><a href="#">Receipt for Tenancy Deposit (PROP.RES.14)</a></p> <p><a href="#">Prescribed Information about Deposit Protection (PROP.RES.15)</a></p> <p><a href="#">Form N215 Certificate of Service of Prescribed Information (PROP.RES.142)</a></p>	<p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt; &gt;&gt;</p>

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<b>Commencement of tenancy</b>	<p><b>On moving in day:</b></p> <p>Check smoke and carbon monoxide alarms are in working order and tenant is made aware of their responsibility to test monthly and to test the alarms.</p> <p>Read all electricity gas and water meters and provide readings to the relevant companies.</p>	<p><a href="#">Requirements and Alarm Testing Obligations</a></p>	<p>&lt;&lt; &gt;&gt;</p>
	<p>Ensure tenant has been provided with the following documents and send letter confirming the same:</p> <ul style="list-style-type: none"> <li>• A copy of the signed tenancy agreement</li> <li>• A copy of the agreed inventory</li> <li>• Energy performance certificate (EPC);</li> <li>• Gas safety certificate;</li> <li>• Electrical installation condition report (EICR)</li> <li>• “Prescribed Information” regarding protection of a deposit; and</li> <li>• A copy of the Department for Communities and Local Government’s “How to Rent: the checklist for rental properties”</li> </ul>	<p><a href="#">Letter to Tenant Regarding New Documents (England) (PROP.RES.87)</a></p> <p><a href="#">N215 Certificate of Service or Tenancy Information (England) (PROP.RES.143)</a></p>	<p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt; &gt;&gt;</p>
	<p>Ensure compliance with Smoke and Carbon Monoxide Alarm Regulations 2015 and send letter to tenant confirming the same.</p> <p>Where tenant shares fire evacuation exits with other dwellings in the property, ensure tenant has been provided with the information on compliance with Regulations 9 &amp; 10 of the Fire Safety (England) Regulations 2022 and send letter confirming the same:</p> <ul style="list-style-type: none"> <li>• Fire safety instructions; and</li> <li>• Information on the importance of fire doors.</li> </ul>	<p><a href="#">Letter to Tenant Regarding Smoke Alarm Testing (England) (PROP.RES.90)</a></p> <p><a href="#">Letter to Tenant Providing Fire Safety Instructions &amp; Fire Door Information (England) (simply-docs.co.uk) (PROP.RES.257)</a></p>	<p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt; &gt;&gt;</p>

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<b>Notify Insurers</b>	Notify building insurance company of p all occupiers and including pets if furnis	cluding		
<b>Notifying authorities</b>	Advise Council Tax department of nam		<a href="#">Letter to the Council Tax Department regarding New Tenant (PROP.RES.11)</a>	<< >>
<b>Health &amp; Safety</b>	Ensure compliance with Housing Health Adopt and follow a Health & Safety Pol	HHSRS).	<a href="#">Residential Landlord Health &amp; Safety Policy (PROP.RES.133)</a>	<< >>
			<a href="#">HMO Landlord Health &amp; Safety Policy (PROP.RES.134)</a>	<< >>
<b>HMOs</b>	If property is a HMO, ensure complianc in Multiple Occupation (England) Regu	Houses	<a href="#">Guidance on HMOs and Licensing of Private Rented Properties (PROP.RES.120)</a>	<< >>
			<a href="#">Letter to HMO Occupier Providing Manager's Contact Details (PROP.RES.121)</a>	<< >>
			<a href="#">Notice to Display in HMO Setting Out Manager's Contact Details (PROP.RES.122)</a>	<< >>
			<a href="#">Letter Sending HMO Gas Test Certificate to Local Housing Authority</a>	<< >>

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		<a href="#">P.RES.123)</a>	
		<a href="#">e for Display in HMO ording Duties of Occupiers P.RES.125)</a>	<< >>
		<a href="#">to HMO Tenants Regarding s of Occupiers P.RES.126)</a>	<< >>
<b>Information for tenant during tenancy</b>	Ensure tenant is given up to date information about the la for service and gas and electrical safety checks. Carry ou based] mid-term inspection of the property. Ensure repair and documented.	<a href="#">on 48 Notice of Landlord's ss P.RES.16)</a>	<< >>
		<a href="#">to Tenant regarding Gas y Record (PROP.RES.88)</a>	<< >>
		<a href="#">to Existing Tenant ding Electrical Installation rt (England) P.RES.240)</a>	<< >>
		<a href="#">Sending Electrical ation Report to Local ng Authority (England) P.RES.241)</a>	<< >>
		<a href="#">orma Tenancy Inspection dule P.RES.132)</a>	<< >>
		<a href="#">er Letter to Existing Tenant</a>	<< >>

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			<a href="#">regarding electrical safety works (England) (PROP.RES.242)</a>	
			<a href="#">Further Letter to Local Housing Authority regarding electrical safety works (England) (PROP.RES.243)</a>	<< >>
			<a href="#">Letter to Tenant Confirming Remedial Work Carried Out (PROP.RES.141)</a>	<< >>
<b>Fire Information for tenant during tenancy</b>	<p>Ensure tenant that shares fire evacuation route with other tenants in the same building is given up to date information on fire safety instructions and the importance of fire safety.</p> <p>Ensure fire safety instructions located within the building in accordance with Fire Safety (England) Regulations 2022.</p> <p>Carry out regular inspection of all fire doors in the building.</p> <p><b>See Reg 10 for full requirements of fire doors in buildings 11m and above and requirement to inspect fire doors.</b></p> <p>See Regs for other fire information and instructions (for buildings 18 metres+ or having 7 storeys or more).</p>	<p>in the</p> <p>Reg 9</p> <p>all</p> <p>buildings 11m and above.</p> <p>18</p>	<p><a href="#">Letter to Tenant Providing Fire Safety Instructions &amp; Fire Door Instructions (England) (simply-docs.co.uk) (PROP.RES.257)</a></p> <p><a href="#">Warning letter to tenant of building 11 metres or above of annual check of flat fire door (simply-docs.co.uk) (PROP.RES.260)</a></p> <p><a href="#">Letter to Tenant of building 11 metres &amp; above that annual flat fire door check carried out (simply-docs.co.uk) (PROP.RES.259)</a></p> <p><a href="#">Letter to Lessee who owns flat front fire door requiring works to be fire compliant (simply-docs.co.uk) (PROP.RES.258)</a></p> <p><a href="#">Fire Safety (England) Regulations 2022 Summary (simply-docs.co.uk) (PROP.RES.256)</a></p>	<p>&lt;&lt; &gt;&gt;</p> <p>&lt;&lt;&gt;&gt;</p> <p>&lt;&lt;&gt;&gt;</p> <p>&lt;&lt;&gt;&gt;</p> <p>&lt;&lt;&gt;&gt;</p>



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<b>Termination of tenancy</b>	Ensure Section 21 Notice, Section 8 Notice or other termination notices prepared and served correctly.	<a href="#">Section 21 Notice Seeking Possession (Form 6A) (England) (PROP.RES.34)</a>	<< >>
		<a href="#">Section 21 Notice Seeking Possession (Form 6A) (England) (PROP.RES.89)</a>	<< >>
		<a href="#">Section 8 Notice Seeking Possession (England) (PROP.RES.33)</a>	<< >>
		<a href="#">Section 21 Notice Under Section 21(1) Immigration Act 2014 (PROP.RES.135)</a>	<< >>
		<a href="#">Landlord's Notice to Quit (for Section 8 Law Tenancy) (PROP.RES.35)</a>	<< >>
		<a href="#">Landlord's Letter Exercising a Right to Buy Option (PROP.RES.56)</a>	<< >>