

Compliance Checklist for Residential Landlord

Tenant Name(s):	<<insert>>
Property:	<<insert>>

S
A
M
P
L
E

Subject	Action to be taken	Document Name	Record of steps taken
Pre-tenancy	Obtain tenant and guarantor details	Application Form for a Residential Tenancy (PROP.RES.02)	<< >>
	Agree heads of terms	Residential Tenancy Heads of Terms (PROP.RES.01)	<< >>
	Obtain references	Reference Request Letter for Previous Residential Tenant (PROP.RES.03)	<< >>
		Form Requesting Reference for Residential Tenant's Landlord (PROP.RES.04)	<< >>
		Form Requesting Reference for Guarantor's Bank (PROP.RES.05)	<< >>

S A M P L E

		Requesting Reference Residential Tenant's Cover (PROP.RES.128)	<< >>
		Seeking Personal Licence for Residential (PROP.RES.06)	<< >>
		Requesting Personal Licence for a Residential's Guarantor (PROP.RES.07)	<< >>
	Apply for mortgage company's consent to the grant of the tenancy (if not already obtained under mortgage conditions)	Requesting Mortgage Company Consent to Let Residential Property (PROP.RES.08)	<< >>
	Enter into a holding deposit agreement if you are collecting a holding deposit	Requesting Landlord's Holding Deposit Agreement for AST (England) (PROP.RES.220)	<< >>
		Requesting Landlord's Holding Deposit Agreement for AST (Wales) (PROP.RES.222)	<< >>
	Ensure compliance with The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 and send letter to tenant confirming the same (England only)	Requesting Proposed Tenant to Provide Electrical Safety Inspection Report (England) (PROP.RES.239)	<< >>
	Have inventory prepared [with photographic schedule]	Requesting Landlord's Inventory (PROP.RES.10)	<< >>

S A M P L E

Grant of tenancy	Use an appropriate template from the groups of templates in the next	Standard Shorthold Tenancy Agreements	<< >>
		Business Tenancy Agreements	
		Actual Tenancy Agreements	
		Any Let Tenancy Agreements	
		Licenses	
		Letting Agreements	
Protection of tenancy deposit	Ensure that any tenancy deposit is protected in an approved Tenancy Deposit Protection Scheme within 30 days. Read the Guidance and give a Receipt and the Prescribed Information to the tenant	Prescribed Information for Landlords on Tenancy Deposit Protection (PROP.RES.13)	<< >>
		Receipt for Tenancy Deposit Protection (PROP.RES.14)	<< >>
		Prescribed Information about Tenancy Deposit Protection (PROP.RES.15)	<< >>

S A M P L E

		215 Certificate of Compliance of Prescribed Information (RES.142)	<< >>
Information for tenant at start of tenancy	<p>Ensure tenant has been provided with the following documents and send letter to tenant confirming the same:</p> <ul style="list-style-type: none"> • Energy performance certificate (EPC) • Gas safety record • Electrical installation report (<i>England only</i>) • “Prescribed Information” regarding protection of any tenancy documents • A copy of either the Department for Communities and Local Government publication “How to Rent: the checklist for renting in England” or the Welsh Government publication “A Home in the Private Rented Sector – A Guide for Landlords” 	Letter to Tenant Regarding Tenancy Documents (RES.87)	<< >>
		Letter to Tenant Regarding Tenancy Documents (Wales) (RES.137)	<< >>
		215 Certificate of Compliance of New Tenancy Information (RES.143)	<< >>
	Ensure compliance with Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and send letter to tenant confirming the same (England only)	Letter to Tenant Regarding Alarm Testing (RES.90)	<< >>
Notifying authorities	Advise Council Tax department of name of new occupier	Letter to the Council Tax Department regarding New Occupier (PROP.RES.11)	<< >>
Health & Safety	Ensure compliance with Housing Health & Safety Rating System (HHSRS) and follow a Health & Safety Policy	Essential Landlord Health and Safety Policy (RES.133)	<< >>

S A M P L E

		Landlord Health & Policy (RES.134)	<< >>
HMOs	If property is a HMO, ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006.	Advice on HMOs and Licensing of Private Rented Properties (PROP.RES.120)	<< >>
		Advice to HMO Occupier on Licensing Manager's Contact (RES.121)	<< >>
		Advice to Display in HMO on Licensing Manager's Contact Details (RES.122)	<< >>
		Advice on Sending HMO Gas Safety Certificate to Local Licensing Authority (RES.123)	<< >>
		Advice for Display in HMO on Licensing Duties of Licensing Officers (PROP.RES.125)	<< >>
		Advice to HMO Tenants on Licensing Duties of Licensing Officers (PROP.RES.126)	<< >>

S A M P L E

<p>Information for tenant during tenancy</p>	<p>Ensure tenant is given up to date information about the landlord's address and gas and electrical safety checks. Carry out a [photograph-based] inspection of the property. Ensure repairs are dealt with and documented.</p>	<p>Section 48 Notice of Landlord's Address (RES.16)</p> <p>Letter to Tenant regarding Safety Record (RES.88)</p> <p>Letter to Existing Tenant regarding Electrical Inspection Report (England) (RES.240)</p> <p>Letter to Existing Tenant regarding Electrical Inspection Report to Local Authority (England) (RES.241)</p> <p>Letter to Existing Tenant regarding Electrical Inspection Schedule (RES.132)</p> <p>Letter to Existing Tenant regarding electrical safety works (England) (RES.242)</p> <p>Letter to Local Authority regarding electrical safety works (England) (RES.243)</p>	<p><< >></p> <p><< >></p> <p><< >></p> <p><< >></p> <p><< >></p> <p><< >></p> <p><< >></p>
--	--	---	--

S A M P L E

		Tenant Confirming Special Work Carried Out (RES.141)	<< >>
Termination of tenancy	Ensure Section 21 Notice, Section 8 Notice or other termination notice served correctly.	Notice on Section 8 and Section 21 Notices (RES.34)	<< >>
		Section 21 Notice Seeking Possession (Form 6A) (RES.89)	<< >>
		Section 8 Notice Seeking Possession (England) (RES.33)	<< >>
		Section 8 Notice Seeking Possession (Wales) (RES.136)	<< >>
		Section 3 Notice Under Section 33D(3) Immigration Act 2014 (PROP.RES.135)	<< >>
		Landlord's Notice to Quit (for Common Law Tenancy (RES.35)	<< >>
		Landlord's Letter Exercising Right to Buy Option	<< >>

S

A

M

P

L

E

PROP.RES.56)