

New Occupation Contract Check

Contract-Holder Name(s):

Property:

Subject	Action to be taken	Relevant Legislation	Record of steps taken
Information Gathering Stage	Conduct hazard risk assessment and take action in respect of rectifying/managing any risks identified to ensure property is fit for human habitation (FFHH) on occupation date.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	Ensure mains-wired, interlinked smoke alarms are fitted on every floor, tested and in working order.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	Carbon monoxide detectors in every room where fuel burning appliances and detectors in working order.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	Ensure valid Energy Performance Certificate available (EPC).	Minimum Energy Efficiency Standards (England) Minimum Energy Efficiency Standards (Wales)	<< >>
	Arrange annual gas safety check and certificate available.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	Ensure valid electrical condition report available (ECR) and PAT testing of any electrical appliances in the property.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	If furnished, check in lettable condition and safety compliant, eg new soft furnishings are not flammable, have safety labels attached, blind and curtain cords safe and secure.	Fitness of Premises (England) Fitness of Premises (Wales)	<< >>
	Prepare detailed inventory to include details of the condition of the property and contents. Agree contents of inventory with contract-holder prior to or on move in day.	Guidance on the Inventory (England) Inventory (Wales) Inventory (Scotland)	<< >>

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Pre-Contract Stage	Obtain contract-holder and guarantor details and issue privacy notice and application form to prospective contract-holder(s) and guarantor.	Holding Deposit Agreement (Wales) (PROP.OCW.01)	Occupation Contract	<< >>
	Agree Heads of Terms.	Holding Deposit Agreement (Wales) (PROP.OCW.01)	Occupation Contract	<< >>
	Conduct identification verification checks on contract-holder(s) and guarantor(s).	Anti-Money Laundering Identification Checklist		<< >>
	Obtain references.	References from Previous Landlord		<< >>
		Background Check (PROP.OCW.01)		<< >>
		Guarantor Request		<< >>
		Employment Verification (PROP.OCW.01)		<< >>
		Personal References (PROP.OCW.01)		<< >>
	Enter into a holding deposit agreement if you are collecting a holding deposit.	Holding Deposit Agreement (Wales) (PROP.OCW.01)		<< >>
	Apply for mortgage company's consent to the grant of the occupation contract (if required under mortgage conditions).	Letter to Mortgage Company Seeking Consent To Grant Occupation Contract (PROP.OCW.01)		<< >>

S A M P L E

Grant of occupation contract	Use an appropriate model written statement from the groups of templates in the next column.	of-a-Periodic-Standard-	<< >>
		of-a-Fixed-Term-Standard-term-of-less-than-seven-	<< >>
	Issue Form RHW2 Notice of Landlord's Address Form to contract-holder.	s Form RHW2	<< >>
Protection of security deposit	Ensure that any security deposit is protected in an approved Deposit Scheme within 30 days.	l-Deposit-Schemes-Wales	<< >>
	Read the Guidance and issue a deposit receipt and the Required Information to the contract-holder within 30 days of receipt.		<< >>
		t Deposit Protection	<< >>
Commencement of occupation contract	On moving in day:	n habitation: guidance for	<< >>
	Check smoke and carbon monoxide alarms are in working order and that contract-holder is aware of their responsibility to test monthly and know how to test the alarms. Read all electricity gas and water meters.and provide readings to utility companies.		<< >>

	<p>Ensure the contract-holder has been provided with the following documents and send a letter confirming the same – information to be supplied within 14 days of the occupation date:</p> <ul style="list-style-type: none"> • A copy of the signed occupation contract agreement (within 14 days of occupation date) • Form RHW2 (Notice of Landlord's Address) • Energy performance certificate (EPC) • Gas safety certificate • Electrical Condition Report (ECR) • Latest version of "A Home in the Private Rented Sector: A Guide for Tenants in Wales" • "Required Information" regarding protection of deposit (within 30 days of receipt) • A copy of the signed inventory <p>Ensure no holding deposits have been retained.</p>	Documents and Information to New	<< >>
		Rented Sector Guide	
		Holding-Deposit-Schemes-Wales	
Notify Insurers	Notify insurer of proposed occupation contract details, including all occupiers and pets if applicable.		<< >>
Notifying authorities	Advise Council Tax department and utility companies of new occupier.	Letter Regarding New	<< >>
HMOs	Ensure compliance with Housing Act 2004 where the the property is an HMO – see Welsh Government's Guidance.	Multiple-occupation-hmo-	<< >>