

## **Landlord Compliance Checklist – Residential Lettings**

This checklist is intended to help landlords of residential properties in England remain compliant with current lettings legislation and best practice. It is suitable for professional agencies managing properties across multiple branches and includes essential documentation, safety requirements, and legal obligations.

### **1. Property & Tenancy Documentation**

- ✓ Proof of property ownership or management agreement
- ✓ Signed tenancy agreement (Assured Shorthold Tenancy or other legal format)
- ✓ Inventory & Schedule of Condition (dated, with photos)
- ✓ Prescribed Information & How to Rent guide issued to tenants
- ✓ Evidence of Right to Rent checks completed
- ✓ Confirmation of tenancy deposit registration and scheme certificate

### **2. Safety & Certificates**

- ✓ Valid Energy Performance Certificate (EPC) – minimum rating E (unless exempt)
- ✓ Gas Safety Certificate (annual) issued by a Gas Safe engineer
- ✓ Electrical Installation Condition Report (EICR) – valid for 5 years
- ✓ PAT testing for portable appliances (recommended annually for furnished lets)
- ✓ Smoke alarms fitted on each floor (and tested on move-in)
- ✓ Carbon monoxide alarms in rooms with solid fuel appliances (and tested on move-in)
- ✓ Fire Risk Assessment (mandatory for HMOs and advised for others)
- ✓ Legionella Risk Assessment (recommended for all properties)

### **3. Licensing & Permissions**

- ✓ Check whether property requires a Selective, Additional, or Mandatory HMO licence
- ✓ Ensure all required licences are obtained and current
- ✓ Planning permission (where applicable for change of use, extensions, etc.)
- ✓ Building Regulation approval and completion certificates for major works

#### **4. Financial & Legal Obligations**

- ✓ Valid Landlord Insurance policy (including public liability cover)
- ✓ Mortgage lender consent to let (if applicable)
- ✓ Service of Section 21/Section 8 notices (as needed, with legal compliance)
- ✓ Compliance with Rent Repayment Order rules (where relevant)
- ✓ Anti-Money Laundering checks (if acting as agent under HMRC supervision)

#### **5. Property Condition & Maintenance**

- ✓ Regular property inspections (with written reports)
- ✓ Repairs dealt with promptly and documented
- ✓ Evidence of tenant communication logs
- ✓ Adequate heating, hot water, ventilation, and insulation provided
- ✓ Clear record of contractors used (insured, qualified professionals)

#### **6. Move-In / Move-Out Process**

- ✓ Check-in report signed by tenant and agent
- ✓ Utility readings recorded at start and end of tenancy
- ✓ Keys issued and receipt signed
- ✓ Move-out inspection report and deposit return process completed

#### **7. Record Keeping**

- ✓ Secure storage of tenant files and compliance documents
- ✓ Document retention policy (minimum 6 years recommended)
- ✓ GDPR-compliant data handling and privacy notice