



iHowz Landlord checklist:-

<u>Matter</u>	<u>Checked</u>
<u>Prior to offering an agreement</u>	
<i>Mandatory matters:-</i>	
Right to Rent Immigration Checks:-	
<i>seen appropriate documents BEFORE offer to ALL occupants</i>	
<i>all documents copied, in front of occupier (keep for tenancy + 1 year)</i>	
<i>check again if required</i>	
All consents to let agreed (leasehold; mortgage)	
If required – valid EPC available (not required for HMO)	
<i>If EPC less than E you will need to raise to E or better, or apply for an exemption</i>	
All fire regulations met:	
If required – appropriate property licensed applied for (Mandatory; Additional; Selective)	
If required – valid electrical safety certificate available (strongly recommended)	
Any furniture meets 1988 fire regulations	
<i>Strongly recommended:-</i>	
Property in good maintenance and decorative order (ensure no cat 1 HHSRS faults)	
All tenants vetted and credit checked (especially student tenants - consider Guarantor, and/or rent protection insurance)	
Appropriate landlord insurance in place	
<u>If</u> using an agent – ensure agent has full money protection in place (member of ARLA; NAEA; RICs; NALS)	
<u>When signing agreement :-</u>	
<i>Mandatory matters:-</i>	
Valid Gas Safety Inspection Record available (CP12) - NB MUST be issued (and signed for) before tenant occupies property.	
Smoke and CO alarms fitted	
All plugs and sockets checked visually	
All electrical equipment fit for purpose (PAT test could be used)	
Have duty of care to ensure no risk of Legionnaires Disease	
<u>If taken</u> - deposit properly dealt with (lodged in time; ALL interested parties served Prescribed Information)	
Agreement signed, and witnessed (suggest initial every page)	
Have issued the 'How to Rent' booklet – can be emailed with tenants permission	
Have issued Privacy Statement to all tenants.	
<i>Strongly recommended:-</i>	
Full inventory carried out, including all keys and all meters (suggest initial every page)	
If Deposit <u>not</u> taken agreement appropriately marked	
<u>During let :-</u>	
<i>Mandatory matters:-</i>	
Don't enter property without permission	
Deal with any repairs in an appropriate time (Section 11 of the 1985 Housing Act)	
If required – follow up Right to Remain check (Check; copy. Advise Home Office if checks failed)	
Renew Gas Safety Inspection annually	
<i>Strongly recommended:-</i>	
Ensure rent received on time	
Inspect property regularly (ensure permission obtained)	
<u>End of let :-</u>	
<i>Mandatory matters:-</i>	
Ensure agreement ended legally:-	
<i>Keep proof if tenant has finished the let voluntarily</i>	
<i>If landlord requesting termination of the let – ensure Notice to Quit served correctly</i>	
<u>If taken</u> – deal with deposit correctly :	
<i>Strongly recommended:-</i>	
<u>If taken</u> – check inventory	
Change locks	