



The Ultimate Landlord Checklist



Checklist details

Property Address:

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Name of tenant/s

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Referencing checklist

- Confirm your tenant's employment status – don't be afraid to double check the contact details
- If your tenant is self-employed, ask for their accountant's contact details
- Request bank statements for an overview of incomings and outgoings
- Ask for contact details of previous landlord – check they own the property (Land Registry checks)
- Prepare questions for previous landlord, such as:
 - Can they confirm the address of the previous property?
 - Why did the tenant move out?
 - Were they a good tenant?
 - Would they rent to them again?
 - Was the property left in good condition?
- Clarify if your tenant has any outstanding financial issues that may impact their ability to pay the rent, or your insurances on the property
- Ensure that your prospective tenant can afford the rent – is their annual household income 30x the monthly rent?
- Does your tenant need a guarantor – Check that the guarantor earns 36x the monthly rent, and undertake the same referencing procedure as you have with the tenant

Completed on (date).....



Right to rent checklist

- Make sure you are aware of everyone over 18 who will be living in your property as their main home – whether they are named on the tenancy agreement or not
- Meet with each of these people and ask to see original copies of identification documents – a full list of the suitable documents is available on www.landlords.org.uk/library/tenancy/immigration-right-rent-checks/how-should-right-rent-check-be-conducted
- Verify that the documents are original and belong to the tenant, and that they have permission to reside in the UK
- Take copies of the documents (photocopy or good quality photograph) – make sure you are registered with the ICO to ensure you are able to do this
- Document the details of the tenant, the data that you have taken, the property address and the date of the check, and keep this with the copy of their ID
- Keep the copies of the documents on file for the duration of the tenancy, and 12 months afterwards
- If your tenant has a time limit on their stay, you must do a follow up check before this time limit expires to check that they are still able to reside in the UK. If they cannot, you must inform the Home Office.
- If the tenant doesn't have the right documents, use the Landlord Checking Service for clarification - <https://eforms.homeoffice.gov.uk/outreach/lcs-application.ofml>

Completed on (date).....



Deposit checklist

- Once you receive the deposit, register it with your chosen scheme within 30 days

- You must provide the tenant with Prescribed Information (deposit registration certificate, details of the scheme that you have registered the deposit with, and UK contact details for you or your managing agent) within 30 days

- Obtain a signature to prove your tenant has received the Prescribed Information

- If you are confused about deposit registration or dispute resolution, further information is available via the Urban.co.uk/NLA Deposit Dos and Don'ts webinar series, in conjunction with **mydeposits** – available on the Landlord University

Completed on (date).....



Contract checklist

- Check you are using the right contract for your let
- Make sure it is the most up to date issue – all of the most recent editions are available on the NLA website
- Make sure your contract includes:
 - The property address
 - The details of all parties involved
 - Your service address
 - The amount of rent and how it will be paid by your tenant
 - The deposit amount and which scheme it will be protected by
 - The proposed term of the tenancy
 - Notice periods required to bring the tenancy to an end
 - The rights and obligations of both parties
 - A forfeiture clause to allow possession of the property where the tenant is at fault
- Check that any extra clauses that you want to add are water tight and would hold up in court
- Make sure the contract is signed – a digital signature is suitable for a contract
- Once your contract is signed, circulate a copy to all tenants
- Send the Prescribed Information with the contract: Gas Safety, EPC and How to Rent Booklet
- If you have a guarantor, make sure they also receive a copy of the contract and have signed a Guarantor Agreement – a digital signature isn't acceptable
- Completed on (date).....



Inventory checklist

- Decide whether you are undertaking the inventory yourself, or using a professional
- If you want to use a professional, details are available on the NLA website: www.nlainventories.org.uk
- If you choose to undertake the job yourself, download a pro-forma document from the NLA website to fill in
- Make comprehensive notes on the maintenance standard, and items left in every room
- Take lots of detailed photographs of the maintenance of the property, and make sure they are time and date stamped
- Include detailed copies of invoices for any maintenance/cleaning carried out on the property
- Request that your tenant signs a copy of the inventory

Completed on (date).....



Safety checklist

- Build a safety maintenance plan to carry out on a regular basis – make sure you keep this up-to-date and build a document trail
- Gas: Have annual gas safety checks carried out by a Gas Safe Registered engineer. Provide your tenant with a copy of the certificate
- Smoke/Heat detectors: Install one on each floor. Check they work at the start of every new tenancy, and during every property inspection
- CO alarms: Install if you have any solid fuel burning appliances (wood, coal, oil, pellets etc) – one in each room that has an appliance. Check they work at the start of every new tenancy, and during every property inspection
- Fire: Provide fire blankets in the kitchen of your property, and supply manufacturers instructions for use. Check LACORS guide for best practice in your type of property.
- Electricity: Scottish landlords must carry out an electrical maintenance check every five years. Optional five year testing, and annual PAT testing advisable for English and Welsh landlords.
- Legionella: Undertake a water temperature test, check that cold water in the property is below 20°C your water system is likely to be clear. If it between 20°C and above 45°C take a series of water samples and have them tested.
- Take records of all checks and store them on file

Completed on (date)



Useful contact numbers

General/safety queries

National Landlord Association:
020 7840 8900
info@landlords.org.uk

Landlord University
01892 731 941
info@landlorduniversity.org.uk

Finding a tenant

Urban.co.uk
0800 68 999 55
info@urban.co.uk

Referencing

Homelet
hello@homelet.co.uk
0800 035 8258

Right to rent

Right to Rent Landlord's Helpline
0300 069 9799

Deposits

mydeposits
0333 321 9401

DPS
0330 303 0030

TDS
0300 037 1000

LPS
0330 303 0031

LPS Northern Ireland
0330 303 0032

My useful numbers:



Disclaimer

This does not constitute legal advice and provides a generic checklist for a residential letting.

Should you require specific advice, please contact a specialist who will be able to advise you on your individual case.