

# Landlord Compliance Checklist

We've put together this handy checklist so that you can be sure you're meeting legal requirements and providing the tenant with everything they need for their tenancy.

Landlords have a duty to keep their tenants safe, and failure to do so could lead to hefty fines or even imprisonment.

**Before the tenant(s) move into the property, you must supply them with a copy of the following documents listed in this ebook.**

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## The How to Rent Guide

It is a legal requirement for tenants to receive an up-to-date copy of the 'How to Rent' guide before they move in to the property. Your letting agent will automatically send this document to tenants, however, it is your ultimate responsibility to check this has been received.

The guide can be found here:

[DOWNLOAD HOW TO RENT GUIDE](#)

## Gas Safety Certificate (GSC)

Having an up-to-date Gas Safety certificate approved by a qualified engineer is a legal requirement. The inspection ensures that all gas, pipeworks and gas-related appliances are safe and working.

**A new certificate must be issued every 12 months** and tenants should be provided with a copy at the start of the tenancy.

Once a new check has been carried out, existing tenants must be issued with a copy within 28 days of getting the check.



## Electrical Installation Condition Report (EICR)

It is a legal requirement for all landlords in England to get an EICR carried out on their rental property and supply this document to their tenant(s).

**These checks must be carried out by a qualified engineer at least every 5 years.**

A copy of the report must be given to the tenant before they occupy the property.

## Energy Performance Certificate (EPC)

An EPC of at least a grade E is a legal requirement on all privately rented properties in England and Wales. EPCs assess the energy efficiency of the property and tell you the potential energy efficiency rating your property could receive.

**Certificates are valid for 10 years, after which they need to be renewed.** If you don't have access to a copy of the EPC, you should be able to retrieve it online by logging into the Landmark Register. It is a legal requirement for all landlords in England to supply a copy of the EPC to their tenant(s).



## Smoke and Carbon Monoxide Alarms

As of 1st October 2022, landlords are legally required to have at least one smoke alarm on each storey of their properties where there is a room used as living accommodation.

They are also legally required to ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). You must also ensure that both smoke alarms and CO alarms are repaired or replaced once informed or found that they are faulty.

## Right to Rent Checks

Before the start of a new tenancy, you must check:

- All tenants are aged 18 and over
- All tenants have the Right to Rent in the UK

**You must also check all new incoming tenants.** It's against the law to only check people you think are not British citizens.

## Tenancy Deposit Scheme

You must register your tenant's deposit with one of three government-approved tenancy deposit schemes:

- Tenancy Deposit Scheme (TDS)
- Deposit Protection Service
- MyDeposits

It is a legal requirement to sign the Prescribed Information document and send to tenant(s) within 30 days of them paying the deposit.

## Additional Safety Checks

Landlords have a more general duty of care to protect the health and safety of their tenants. Although you are not legally required to produce formal certificates, there are a few safety measures which are worth considering:

- ✓ **A legionella risk assessment** is not a legal requirement, but recommended to landlords in the government's 'How to Let' guide.
- ✓ Landlords must ensure **all appliances within the property are in safe working condition**. Every appliance and plug/adaptor should be tested and checked.
- ✓ We recommend that **a fire blanket be provided in a kitchen**, with clear instructions on how to use it. Check the LACORS guide for clear guidance on fire safety.

## Final Checklist: Legal Requirements

- ✓ Tenant provided with **the How to Rent Guide**
- ✓ Tenant provided with **an up-to-date Gas Safety Certificate**
- ✓ Tenant provided with **an up-to-date EICR**
- ✓ Tenant provided with **an up-to-date EPC**
- ✓ **One smoke alarm on each storey of the property used as living space. All smoke alarms checked and confirmed to be working**
- ✓ **Carbon monoxide alarm** is equipped in any room used as living accommodation which contains a fixed combustion appliance. **All CO alarms checked and confirmed to be working**
- ✓ **All Right to Rent checks conducted**
- ✓ **Tenant's deposit protected** in government approved scheme and tenant **provided with Prescribed Information.**

## Final Checklist: Additional Checks

- ✓ Legionella Risk Assessment
- ✓ Appliance testing
- ✓ Fire blanket in kitchen

If you are feeling overwhelmed by everything you need to do as a self-managed landlord and are looking for specialist support from a letting agent, let us know!

**WORK WITH AN  
AGENT**