



New Tenancy Checklist

make sure you've got everything covered!



- ❑ **TENANCY AGREEMENT:** You should provide your tenants with a copy of the tenancy agreement for their review prior to signing. Print two copies of the agreement, one for each of you to keep, alternatively, you can have this [signed electronically](#)
- ❑ **OTHER DOCUMENTS:** You must give your tenants a copy of the [gas safety certificate](#), [energy performance certificate](#) and a copy of the Government's "[How to Rent Checklist](#)". You cannot serve a valid section 21 notice if these have not been provided to your tenant
- ❑ **ELECTRICAL SAFETY:** Electrical equipment must be safe at the beginning of a tenancy and maintained in a safe condition throughout. EICR's are now required by law. You can [order yours here](#)
- ❑ **RIGHT TO RENT CHECKS:** You must check that all adults living at the property (whether named on the tenancy agreement or not) have the right to rent in the UK. [Check the requirements now](#)
- ❑ **RENT:** The tenants will need your bank details so that they can arrange a standing order for the rent. Do not provide access until all monies are received as cleared funds
- ❑ **DEPOSIT:** The deposit must, by law, be lodged and the tenant sent the prescribed information within 30 calendar days of receipt. There can be large financial (and other) penalties for non-compliance. We can [protect your tenant's deposit](#) on your behalf if required
- ❑ **INVENTORY:** An inventory is strongly recommended and is the best way to [protect the deposit](#) against damage done to the property. You should provide the tenant with a copy of the inventory and schedule of condition. [Order yours now](#)
- ❑ **SAFETY INSTALLATIONS:** Smoke alarms must be installed on every floor used as living accommodation. All rooms used as living accommodation and containing a fixed combustion appliance (excluding gas cookers & hobs) must have a working carbon monoxide detector. Check that they are working on the first day of the tenancy
- ❑ **PROPERTY DETAILS:** You should give the tenant relevant information about the property and its installations. Let them know about any restrictions that you are required to comply with (such as head lease or insurance restrictions), so that the tenant can also comply with these
- ❑ **EMERGENCY CONTACT DETAILS:** You should provide your tenant with details of any property maintenance cover you have (such as British gas or homeserve policies), and any other contact details for use in the event of an emergency
- ❑ **MORTGAGE:** Check that the let complies with the conditions of your mortgage
- ❑ **INSURANCE:** You should always consider a landlord insurance policy - it covers far more than just furniture! You can [read our guide here](#).
- ❑ **UPDATE UTILITIES AND THE COUNCIL:** You should inform the council of the change of tenant. You should also provide the utilities with the new tenant details as well as the meter readings from the first day of the tenancy

If you have any queries about any of the above, or require any certificates or an inventory please contact us on 03300 883973 or via [email](#)