

Pre-Tenancy Landlord Checklist

- I have ensured that the let complies with my buy to let mortgage/consent to let mortgage
- I have the correct level of insurance. Even if your property is unfurnished, you should consider purchasing a landlord insurance, as this covers far more than just furniture. You can [read our guide](#), or get a no obligation quote from price comparison site, [gocompare](#)
- I have provided my tenants with a copy of the tenancy agreement for their review prior to signing and have printed out copies of the agreement for myself and my tenants to sign, or have arranged for this to be [e-signed](#)
- I have provided a copy of the [gas safety certificate](#) and [energy performance certificate](#) to the tenant. You cannot serve a valid section 21 notice if these have not been provided to your tenant
- I have given my tenant a copy of [the Government's 'How to Rent' Guide](#)
- I have provided my tenant with a record of any [electrical safety inspections](#) that have been carried out (by law landlords are required to ensure that all wiring, installations and any electrical appliances they supply are safe and checks by a qualified electrician every 5 years are recommended)
- I have provided my tenant with a copy of the [inventory and schedule of condition](#). A comprehensive inventory is strongly recommended and is essential when claiming against the deposit for damage done to the property
- I have provided my tenant with information about the property and its installations. You should provide the Tenant with as much information about the Property, its installations, and any restrictions placed on you (such as a head lease or insurance documents), and in turn the occupier, as is reasonably necessary to enable the Tenant to comply with the obligations contained within the tenancy agreement
- I have provided my tenant with details of any property maintenance cover I have (such as British gas or homeserve policies), and contact details in the event of an emergency
- I have installed a smoke alarm on every floor used as living accommodation and a carbon monoxide detector in any room used as living accommodation with a solid fuel burning appliance as per the [governments recommendations](#)
- I have checked that all adults living at the property (whether named on the tenancy agreement or not) as their only or main home have the [right to rent](#) property in the UK
- I have provided my bank details to my tenant and have received the deposit and first months rent
- I have made my tenants aware that they need to set up a standing order with their bank to pay the monthly rent to my nominated account on the date specified in the tenancy agreement
- I have protected the deposit and sent the tenant information about the deposit protection within 30 calendar days of receipt, or have arranged for a third party to [lodge the deposit](#) on my behalf
- I have checked the smoke alarms and carbon monoxide detectors are in working order on the first day of the tenancy
- I have informed the council of the change of tenant and have provided the utilities with meter readings
- I have arranged my post redirection (if you resided at the property before letting it). The post office need at least 5 working days to set up your redirection, but they recommend applying at least 4 weeks before your move if possible. [Apply online here](#)

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](#)