

(3 = Must have as penalties may apply, 2 = Recommended, 1= Useful)**Documents Needed:****PROPERTY**

- Buildings / Landlords Insurance. (3)
- Gas Safety Certificate. (3)
- Energy Performance Certificate [EPC]. *(At least 'E' Rating)* (3)
- Electrical Installation Condition Report [EICR]. *(Electrical safety certificate)* (3)
- Electrical Installation Certificate [EIC]. (3)
(For any new installation or modification of electrics)
- Minor Electrical Installation Work Certificate [MEIWC]. (3)
(For any installation or modification of electrics that does not include a new electrical circuit)

TENANT

- Assured Shorthold Tenancy Agreement [AST]. (3)
- Guarantors Agreement. *(If needed)*
- Written confirmation from tenant that they are happy to receive letting documents by email. (3)
- Copied evidence *(e.g. passport)* to prove tenant has a right to rent in this country. (3)
- How to Rent - The Checklist for Renting in England. (3)
- Certificate of Deposit Protection. (3)
- Deposit Protection Prescribed Information and Clauses. (3)
- Deposit Protection Scheme Leaflet. *(Explains how the deposit scheme works)* (3)
- Addendum to the AST explaining where the deposit is protected and what it can be used for. (3)
(This can be written into the AST)
- GDPR Privacy Notice. (3)
- Inventory (2)
- Information for Tenant (1)
- Tenant Log - logging all communications with tenant(s), including date. (2)

OTHER

- Register for an HMRC Self Assessment Tax Return (if not already registered). (3)
- Accounts - record all transactions related to the tenancy and property *(including receipts)*. (3)
- Complete an HMRC Self Assessment Tax Return each tax year. (3)
- Register / renew with the ICO. (3)
- GDPR Data Audit. (2)

Pre Tenancy:

- Clean property. (1)
- Decorate property. *(If needed)* (1)
- Check EPC in date, get new one done if not in date or below 'E' Rating. (3)
- Check 'Landlord Gas Safety Certificate' in date, get new one done if not in date. (3)
- Check electrics. If unsure get an 'Electric Installation Condition Report' [EICR] done. (2)
- Check / install smoke detectors on each floor. (3)
- Carbon Monoxide detector needs installing / testing in each room solid fuel is being used. (3)
- Risk assessments. *(Fire, Legionella and asbestos)* (2)
- Check buildings / landlord insurance is in date, get new insurance if not in date. (3)
- Create Inventory. (2)
- Take photographs to advertise the property. (1)
- Find tenant: e.g. Letting Agent, newspaper advert, on-line 'virtual' agents. (1)
- Check letting agent fees, shop around. (1)
- Check letting agent you use has 'Client Money Protection'. (3)
- Consider whether you want smoking and pets. (1)
- Prepare AST, addendums, and other documents you wish to get a tenant to sign. (1)

New Tenancy:

- Reference Tenant. *(Agent may do this)* (2)
- Create and jointly sign AST. (3)
- Jointly sign guarantor's form with guarantor if needed. *(If possibility tenant may not meet rent (AST has to be read by guarantor and the guarantor's form signed before AST signed))*
- Get copied evidence *(e.g. Passport)* to prove tenant has a right to rent in this country. (3)
- Get written confirmation from tenant they are happy to receive letting documents by email. (3)
(This can be written into the AST)
- Prepare a GDPR Privacy Notice for this tenancy. (3)
- Jointly sign inventory. (2)
- Get tenant(s) contact details (phone, email). (2)
- Take deposit from tenant. (2)
- Take first month's rent from tenant. (2)
- Tenant to set up standing order with you for rent. (1)
- Take meter readings. (2)
- Notify local council 'council tax department' of new tenants. (2)
- Notify utilities companies. *(Tenant has right to choose their utilities companies)* (1)
- Protect deposit within 30 days of receiving deposit. (3)
(Agent will do this or set up an account with a deposit protection company)

Things to Give Tenant(s) Before / When they Move in:

(Make sure that tenant(s) acknowledge receipt of all documents given to them)

- Hard signed copy of the AST. (3)
- Hard signed copy of the Guarantors Agreement. *(If needed)*
- Signed copy of the Inventory. (2)
- Your contact details. (2)
- Your bank details for standing order. (1)
- Copy of current Energy Performance Certificate [EPC]. (3)
- Hard 'pink' copy (photocopy if no 'pink' copy) of current Landlord Gas Safety Certificate. (3)
- Copies of current Electrical Safety Certificates if carried out. (2)
- Copy of 'How to Rent - The Checklist for Renting in England'. (3)
- Copy of instructions for electrical / gas appliances. *(Keep originals for backup)* (1)
- Useful information. (1)
- Certificate of Deposit Protection. (3)
- Hard signed copy of Deposit Protection Prescribed Information and Clauses. (3)
- Deposit Protection Scheme Leaflet. *(Explains how the deposit scheme works)* (3)
- Addendum to the AST explaining where the deposit is protected and what it can be used for. (3)
(This can be written into the AST)
- GDPR Privacy Notice. (3)
- Door keys. (2)
- Window keys. (2)
- Outside keys. *(Gates, shed, cupboard, garage)* (2)
- Meter box key. (2)

Information Useful to Tenants:

- Location of consumer unit. (1)
- Location of gas, electric, water meters. (1)
- Location of gas and water valves. (1)
- Bin days. (1)
- Tell them must not do any alterations or decorating without asking you. (2)
- Tell them any issues and maintenance needs should be communicated to you. (2)
- Show them the smoke detectors (and Carbon Monoxide detectors if needed) work. (2)
- Tell them that indiscriminate disposal of domestic household waste through the toilet (2) and drain could result in them being charged repair costs by the water authority.
Only urine, fecal matter and toilet paper in the toilet and no fat and oil down the drains.

During Tenancy:

(Make sure that tenant(s) acknowledge receipt of all documents given to them)

- Most up to date copy of 'How to Rent - The Checklist for Renting in England' to be re-served (3) between replacement tenancies including between fixed term and statutory periodic tenancies.
 - Re-protect deposit if you create a new tenancy agreement. (3)
(Deposit does not need re-protecting if the tenancy moves from a fixed term to a periodic)
 - Give tenants the 'pink' copy of a new Landlord Gas Safety Certificate. (3)
 - Give tenants a copy of any new Electrical Safety Certificate. (2)
 - Log all communications with tenant and keep letter / email trail. (1)
 - Respond to written complaints in writing within 14 days. (3)
 - Maintain the property and address any responsibilities of a landlord. (2)
 - Periodic property inspections (2):
 - (a) Inform tenants first. (3)
 - (b) Note condition of property, jobs needed doing, and any tenant concerns. (2)
 - (c) Feedback your property inspection findings to the tenant. (1)
- Questions:
- (a) Are tenants paying their rent on time?
 - (b) Are tenants keeping property together, tidy, not damaged, and per AST?
 - (c) Are tenants (including animals) causing disturbance to neighbours?

End of Tenancy:

3 Reasons:

- (a) Tenant wishes to move on.
- (b) You want tenant out for not paying rent, damaging property, causing a nuisance.
- (c) You want to end letting. (e.g. selling property, retiring).
- Serve the correct form of notice as required and follow the correct notice procedure. (3)
- Find new tenant. *(current tenants must give accompanied access to prospective tenants)* (2)
- Check property and give tenant tasks they have to do before deposit is released. (2)
- On moving out collect keys and any other items given to tenant. (2)
- Take meter readings. (2)
- Check inventory and list deductions. (2)
- Tenant to sign list of deductions from deposits and amounts. (3)
- Return whole/part of deposit (not in cash without a receipt from tenant). (3)
(If tenant refused to leave property there is special action to be followed to gain repossession)

DISCLAIMER:

This is a guide to help the user to manage a tenancy.

The Portsmouth and District Landlords Association as well as all contributors to this guide cannot be held liable for any outcome related to either following advice given in, or from anything omitted from, this guide. If in doubt, the user should seek professional legal advice.

USEFUL WEBSITES:

GENERAL HELP:

Portsmouth & District Private Landlords Association:

<http://www.pdpla.com>

Residential Landlords Association:

<http://www.rla.org.uk>

Landlord Law Blog:

<http://www.landlordlawblog.co.uk>

ANUK Landlord Handbook (2012):

http://anuk.org.uk/Media/anuk_handbook_2012_web.pdf

Private Renting (*government website*):

<https://www.gov.uk/private-renting>

RENTING:

How to Rent - The Checklist for Renting in England (*government website*):

<https://www.gov.uk/government/publications/how-to-rent>

Right to Rent - Guide for Completion (*government website*):

<https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>

Comparing Rents of Different Properties:

<http://www.rightmove.co.uk>

Local Housing Allowance Rates (*Housing Benefits*) for Tenants:

<http://lha-direct.voa.gov.uk/search.aspx>

SAFETY & ENERGY:

Retrieving an Electric Copy of the Energy Performance Certificate [EPC]:

<http://epcregister.com>

Landlords' Guide to Electrical Safety:

http://www.elecsa.co.uk/Documents/Public-Documents/Bldg-and-Property-Mngt/Landlords-Guide-to-Electrical-Safety-May-2011_01.aspx

Smoke & Carbon Monoxide Alarms: Landlords Explanatory Booklet (*government website*):

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords>

Housing Fire Safety (2009):

<http://www.rla.org.uk/docs/LACORSFSguideApril62009.PDF>

Renting a Safe Home - A Guide for Tenants (*what the government is telling tenants*):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/412913/150309_How_to_rent_a_safe_home_final_.pdf

PROTECTING DEPOSITS:

Tenancy Deposit Scheme [TDS]:

<https://www.tds.gb.com>

My Deposits:

<https://www.mydeposits.co.uk>

Deposit Protection Service:

<http://www.depositprotection.com>

GDPR (General Data Protection Regulation):

Information Commissioner's Office [ICO]:

<https://ico.org.uk>

RLA GDPR Guidance:

https://www.rla.org.uk/landlord/guides/data-protection-legislation-for-landlords.shtml?qclid=EA1aIQobChMlxoOB6byj2wIVw7HtCh0KmAv5EAAAYASAAEqK41_D_BwE

REFERENCING TENANTS:

FCC Paragon:

<http://fccparagon.com>