

Landlord Checklist – To Do Before the Tenancy Starts

- Terms of Business – complete, sign and return
- Property Information Questionnaire – complete, sign and return
- Provide photo ID and proof of address (for example passport, driving license, utility bill, title deeds, lease)
- Supply a set of keys for viewings
- Inform your Building Society / Mortgagee / Lender of the proposed letting and provide proof of consent to let
- Inform the Freeholder / Management Company of the proposed letting (if applicable)
- Ensure that all furnishings comply with the Furniture & Furnishings (Fire) (Safety) Regulations 1993
- Complete an Inland Revenue Non-Resident Landlord Form - NRL1 (if applicable)
- Arrange for mail forwarding at the property
- Supply a valid Gas Safety Certificate for the property. Where there is no certificate we can arrange for a contractor to carry out the inspection
- Ensure that all electrical appliances have been tested and comply with the Electrical Equipment (Safety) Regulations 1994 and supply certificates. If required, we can arrange for a contractor to inspect the appliances in the property
- Arrange full insurance (buildings and contents) and inform your insurers of the proposed letting.
- Ensure that the property has been professionally cleaned, including carpets
- Ensure that there is a working telephone line at the property
- Prepare a folder of all instruction manuals and guarantees for appliances / equipment at the property
- Ensure that all maintenance work has been completed
- Initial the Tenancy Agreement at the bottom of each page, sign and return
- Supply a set of keys for each tenant and a set for management purposes

This checklist has been compiled to help you ensure that everything is in order for the letting of your property prior to any tenancy commencing. Please contact us if you have any queries.