



Landlord's Checklist & Key Dates

Landlord Checklist:

- ▶ I have checked that all adults living at the property as their only or main home have the Right to Rent property in the UK.
- ▶ I have provided the tenant with a copy of the Inventory.
- ▶ I have provided the tenant with information about the property and its installations (see clause B3.3 of Tenancy Agreement).
- ▶ If applicable, I have given the tenant a copy of the Prior notice to tenant of certain grounds for possession – see clause B5.2 of Tenancy Agreement).
- ▶ I have given the tenant a copy of the Gas Safety Certificate.
- ▶ I have given the tenant a copy of the Energy Performance Certificate.
- ▶ I have given the tenant a copy of the Electrical Installation Condition Report.
- ▶ I have given the tenant a copy of the Government's '[How to Rent](https://www.gov.uk/government/publications/how-to-rent)' Guide (available on the private rented sector page at <https://www.gov.uk/government/publications/how-to-rent>)



Landlord Checklist:

- ▶ I have protected the deposit in a Government approved tenancy deposit protection scheme and sent the tenant the relevant prescribed information about the deposit protection within 30 days of receiving the deposit. The deposit is no greater than five weeks' rent (or six weeks' rent if the annual rent on the property is greater than £50,000).
- ▶ I have printed out copies of the agreement for myself and my tenant(s).
- ▶ I have installed a smoke alarm on every floor used as living accommodation and a carbon monoxide detector in any room with a solid fuel burning appliance, again used as living accommodation.
- ▶ I have checked the above alarms are in working order on the first day of the tenancy.
- ▶ The property is fit for human habitation, as set out in the Homes (Fitness for Human Habitation) Act 2018



Key Dates:

- ▶ Deadline for protecting any deposit and sending prescribed information to tenant (see Tenancy Agreement clause B10.1):

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- ▶ GAS SAFETY inspection due on or before:

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- ▶ Date on which fixed term ends (landlords should contact tenants well in advance of this date to agree what will happen at the end of the fixed term):

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- ▶ ELECTRICAL SAFETY inspection due (recommended every 5 years):

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- ▶ RIGHT TO RENT check was undertaken:

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- ▶ Follow up RIGHT TO RENT check is due (see Ello's Right to Rent Guidance)

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