

# LANDLORD'S CHECKLIST

We have provided a checklist to help you get your property ready to rent. We hope it is of help.

## BEFORE YOU THINK ABOUT LETTING YOUR PROPERTY YOU SHOULD

- Ensure you have the lender's permission
- Obtain the appropriate landlord insurance cover
- Understand the market rent levels
- Understand the likely repair costs incurred
- Clarify if you need to register a House in Multiple Occupation with the local authority

## MAKING SURE YOUR PROPERTY IS LEGALLY COMPLIANT

- Valid Energy Performance Certificate (EPC)
- Valid Gas Safety Certificate
- Valid Electrical Safety Certificate
- Mains wired smoke detector
- Asbestos identified and managed
- Damp identified and remedied
- Adequate lighting, heating and ventilation

### ENSURE THE PROPERTY IS SAFE AND SECURE

- No slip and trip hazards
- Handrails and guards in place
- Fittings properly secured
- Furniture compliant with the Furniture and Furnishings Fire Safety Regulations 1988
- Property and boundaries secure

### ONCE THE PROPERTY HAS BEEN LET

- Inform the council tax section of the occupier's details
- Provide the gas supplier of the meter reading and occupier's details
- Provide the electric supplier of the meter reading and occupier's details
- Provide the water supplier of the meter reading and occupier's details

### PRIOR TO LETTING

- Note electrical meter reading
- Note gas meter reading
- Note water meter reading
- Change the locks
- Clean the property
- Tidy the garden
- Clear away rubbish
- Ensure the decorations are attractive
- Ensure all fixtures and fittings are in working order
- Ensure you have a legally compliant tenancy agreement
- Ensure instructions are provided for the heating system and any white goods provided
- Confirm who will carry out the repairs