

LANDLORD'S CHECKLIST

- 1. MAKE YOUR PROPERTY FIRE SAFE** - A smoke alarm must be on all floors of the property, and carbon monoxide detectors must be in any rooms with fuel-burning devices. If your property comes with furniture, it should be flame resistant.
- 2. MAKE SURE YOUR GAS SAFETY CERTIFICATE IS UP TO DATE** - If there's a gas supply at the property, you must arrange a gas safety inspection each year. You must give a copy of the certificate to tenants at the start of a tenancy.
- 3. MAKE SURE YOUR EPC IS UP TO DATE** - Landlords must have a valid EPC (Energy Performance Certificate) to let a property legally in the UK. You must give a copy of the certificate to tenants at the start of a tenancy.
- 4. MAKE SURE APPLIANCES ARE IN WORKING ORDER** - Any appliance left in the property must be safe to use. Anything not working should be replaced or removed.
- 5. TAKE METER READINGS** - This keeps things fair. It means tenants will know what they are responsible to pay, and helps prevent landlords from being left with outstanding payments.
- 6. UPDATE UTILITY SUPPLIERS** - It's a good idea to update utility suppliers with new tenant details. This ensures any utilities tenants use will be billed to them.
- 7. GIVE TENANTS A COPY OF 'HOW TO RENT' GUIDE** - This guide lists landlord obligations and tenants' rights. You must either give tenants a hard copy or email it to them as an attachment. Landlords who fail to do this are unable to evict tenants under a Section 21 Notice (Rounthwaite & Woodhead take care of this).
- 8. PROTECT THE DEPOSIT** - Deposit protection is a legal requirement for landlords. Landlords must protect deposits within 30 days of receiving funds, or face a fine of up to three times the deposit amount (Rounthwaite & Woodhead take care of this).
- 9. NOTIFY YOUR LENDER** - If you're buying a property to rent, you will need to take out a buy-to-let mortgage rather than a standard residential mortgage. It is your responsibility to notify your lender of any change of circumstances.