

Landlord Checklist

By Nicole Nichols-West

- ☐ Letting Out a Property
 - ☐ Register as a landlord.
 - ☐ Inform mortgage lender.
 - ☐ Check tax implications.
 - ☐ Ensure adequate smoke detection is in place.
 - ☐ Ensure qualified electrician carries out portable appliance testing.
 - ☐ Arrange for electrical periodic inspection report.
 - ☐ Arrange for Gas Safety certificate check.
 - ☐ Inspect for Repairing Standard purposes.
 - ☐ Compile inventory and take meter readings.
 - ☐ Arrange Energy Performance Certificate.
 - ☐ Advertise for tenant.
 - ☐ Arrange viewings (with permission of current tenant if property is occupied).
 - ☐ Check references and details.
- ☐ Short Assured Tenancy
 - ☐ Give tenant copy of Gas Safety Certificate.
 - ☐ Inform tenant of Repairing Standard Rights.
 - ☐ Arrange payment of rent, deposit etc.
 - ☐ Inform Council Tax of tenant details.
 - ☐ Complete Key Agreement form.
 - ☐ Hand over keys.
 - ☐ Inform tenant that 24 hours notice for visits will be given (except in emergency situations).
 - ☐ Tour property, show tenant how things work, point out stopcock and meters.
 - ☐ Tell tenant how to report repairs and emergencies.
 - ☐ Arrange settling in visit 6 weeks into tenancy.
- ☐ End Tenancy
 - ☐ Arrange check out visit.
 - ☐ Tenant vacates.

- ☐ Get keys back.
- ☐ Refund deposit.
- ☐ Prepare property for re-letting.