

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.