Landlord Checklist

Created: 1/1/2012

# Tasks:

☐ **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.**