

## **Landlord Compliance Checklist (England)**

This checklist covers the essential legal requirements for letting a property in England. Regulations in Scotland, Wales, and Northern Ireland differ.

### **Tenancy Deposit**

- ☐ Protect the deposit within 30 days using an approved scheme (DPS, TDS, MyDeposits).
- ☐ Provide tenants with the official Prescribed Information related to their deposit.
- ☐ Create a detailed, signed inventory and schedule of condition report before move-in.

### **Right to Rent**

- ☐ Verify valid identification for all adult tenants before the tenancy starts.
- ☐ Keep dated copies of the ID for at least 12 months after the tenancy ends.

### **Safety Certificates**

- ☐ Have a current Gas Safety Certificate, renewed annually.
- ☐ Have a current Electrical Installation Condition Report (EICR), renewed every 5 years.
- ☐ Have a valid Energy Performance Certificate (EPC) with at least an 'E' rating.

### **Fire & Alarm Safety**

- ☐ Install a smoke alarm on every floor used as living accommodation.
- ☐ Install a carbon monoxide alarm in any room with a fixed combustion appliance (including gas boilers, gas fires, and solid fuel burners).
- ☐ Test all alarms on the first day of the tenancy to ensure they are working.

### **HMO & Licensing**

- ☐ Check if the property is a House in Multiple Occupation (HMO) and requires a licence.
- ☐ Confirm if your local council requires any additional or selective licensing.

### **Tenant Move-in Documents**

- ☐ Provide the tenant with the Gas Safety Certificate.
- ☐ Provide the tenant with the EPC.
- ☐ Provide the tenant with the EICR.
- ☐ Provide the tenant with the latest "How to Rent" guide.
- ☐ Provide the tenant with the deposit scheme's Prescribed Information.

- ☐ Provide the tenant with a copy of the signed inventory report.
- ☐ Provide the HMO Licence if applicable.
- ☐ Provide your contact details or those of the managing agent.
- ☐ Provide the tenant with a Privacy Notice detailing how their data will be handled.

#### **Ongoing Management**

- ☐ Acknowledge and carry out legal repair obligations in a timely manner.
- ☐ Provide tenants with at least 24 hours' written notice before any visits or inspections.
- ☐ Conduct and record a Legionella risk assessment.
- ☐ Keep a log of all property inspections, repairs, and tenant communications.
- ☐ Set reminders for expiring certificates and compliance reviews.
- ☐ Register with the Information Commissioner's Office (ICO) as a data controller.
- ☐ Ensure the property remains free from any Category 1 HHSRS hazards.