



CertNudge

Landlord Survival Checklist

2025

Preparing for the Renters' Rights Bill

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1. Property Portal Compliance Checklist

Landlord Information

- Landlord full name is correct
- Correspondence / registered address is up to date
- Contact email and phone number are current
- Company / organisation details (if applicable) are correct

Property Information

- Each rental property has been added
- Full address is recorded correctly for each property
- Tenure Status:** Recorded as 'Periodic Assured Tenancy' (Note: Fixed-term ASTs are abolished from May 2026; all tenancies will be rolling periodic contracts).
- Number of occupants is recorded and realistic
- Number of storeys is recorded
- HMO status is clearly declared (HMO / non-HMO)
- Current EPC rating is recorded for each property

Safety Documents

For each property (and unit, if relevant):

- Valid EPC is available and stored
- Current Gas Safety Certificate (CP12) is uploaded
- Current Electrical Installation Condition Report (EICR) is uploaded
- Fire alarm test records stored (especially for HMOs)
- Emergency lighting certificates stored (HMOs where relevant)
- PAT testing records available if landlord supplies appliances
- Legionella risk assessment completed and stored

Supporting Evidence for Portal (Must be Registered BEFORE Marketing)

- Repair / maintenance logs are kept for each property
- Damp and mould issues, if any, are recorded with dates and actions
- Property inspection notes are stored (e.g. annual walk-throughs)
- Any council correspondence (improvement notices, etc.) is stored

2. Rent & Possession Readiness

Rent Setting & Bidding Compliance

- Advertised Price Cap: Protocol in place to reject any offers higher than the advertised rent (violating the "bidding ban").
- No Contractual Reviews: Ensure tenancy agreement contains no "automatic increase" or "rent review" clauses. (Rent can *only* be increased via Section 13 Notice once per year).
- Section 13 Template: "Form 4" notice template downloaded for future annual increases.
- Market Evidence: Process to save evidence of local comparable rents (required if a tenant challenges a Section 13 increase at Tribunal).

Safety Compliance Evidence

- Gas Safety Certificates cover the full duration of each tenancy
- EICR is valid for each property and any remedial works are documented
- EPC was provided to the tenant at the start of the tenancy
- Fire safety obligations are being met (alarms, routes, detectors, etc.)

Tenancy Start Requirements

For each tenancy:

- Latest *How to Rent* guide served (and you know which version it was)
- Deposit protected in an approved scheme within the legal timeframe
- Prescribed information for deposit protection served to the tenant
- Tenancy agreement stored (clear, signed copy)
- Right to Rent checks carried out and evidence stored

Repairs & Communication

- Repair requests are logged with date and time
- Responses to repair requests are recorded (what you said, when)
- Photos of defects and completed repairs are stored
- Invoices and receipts for works are stored
- Email / message history with tenants is backed up or exported
- Any disputes or escalations are noted with dates and outcomes

HMO & Licensing Evidence (If Applicable)

- HMO licence uploaded and in date for each licensable property
- Licence conditions reviewed and tracked (e.g. max occupants, fire doors, etc.)
- Fire alarm and emergency lighting tests recorded at required frequency
- HMO management regulation obligations are documented (waste, common parts, etc.)

Ombudsman & Administrative Preparation

- Internal complaints procedure drafted (written process for handling tenant disputes)
- Cash flow allocated for Ombudsman membership fee (cost TBC)
- Rent review clauses removed from draft tenancy agreements (for future lets)

Possession Grounds Evidence (The "New" Section 8)

If you intend to sell or move in, you need specific proof:

- Moving In: Proof of intent (e.g., lack of alternative residence, change in circumstances)
- Selling: Proof of intent to sell (e.g., engagement letter with estate agent, solicitor instructions)
- Grounds Restrictions (Sale & Move-In)
 - 12-Month Bar Check: Confirm tenancy is at least 12 months old. (You are legally banned from serving Sale/Move-in notices during the first year).
 - Prior Notice: Check if "Prior Notice" of possible grounds was given at tenancy start (no longer mandatory but recommended for transparency)

3. Awaab's Law – Damp, Mould and Hazard Response

24-Hour Requirements

For any serious hazard (especially damp and mould):

- Tenant's initial report is date-stamped
- You (or your agent) acknowledge the report within 24 hours
- Initial risk assessment is carried out (even if remote at first)
- Any urgent "make safe" steps are recorded (e.g. temporary heaters, dehumidifiers, emergency attendance)

14-Day Requirements

- In-person inspection completed within 14 days of the report
- Findings from the inspection are written up (notes, photos)
- A written repair plan is provided to the tenant, including:
 - Proposed works
 - Likely timescales
 - Any access requirements

Repair Execution (Statutory Timelines)

- Written Summary: "Hazard Report" issued to tenant within 48 hours of inspection.
- Start Works Deadline: * Emergency Hazards: Works started within **24 hours**. *
- Significant Hazards: Works started within **7 days** of written report.
- Completion Log: Evidence that works were finished within a "reasonable time" (tracking delays due to parts/access).
- All related communication (emails, messages, letters) is archived

4. Decent Homes Standard – Property Condition Checklist

Hazard-Free (HHSRS / Category 1 Hazards)

- No Category 1 fire hazards (e.g. missing detectors, blocked exits)
- No Category 1 electrical hazards (exposed wiring, dangerous fittings)
- No Category 1 structural hazards (risk of collapse, loose elements)
- No serious damp and mould issues left unresolved
- Carbon monoxide alarms present where required and tested

Reasonable State of Repair

- Roof is sound with no active leaks
- Windows and external doors are secure and in good condition
- Internal doors function properly (especially fire doors in HMOs)
- Heating system is working and regularly serviced
- Plumbing is functional with no ongoing leaks
- Kitchen units and worktops are usable and safe
- Bathroom fixtures (toilet, basin, bath/shower) are functioning and not degraded to disrepair

Modern Facilities

- Kitchen is of a reasonable modern standard (Key Focus: Condition and functionality rather than specific age)
- Bathroom is of a reasonable modern standard
- Fixed installations (electrics, heating, water) are modern enough to be safe and maintainable
- Property layout allows safe movement and adequate use of rooms
- There is adequate space for occupants relative to the number of people living there

Warm & Energy Efficient

- Loft insulation present where applicable
- Walls insulated where possible / appropriate
- Heating system reasonably efficient and controllable by tenants
- EPC rating meets current or anticipated minimum requirements (or an improvement plan is in place)
- Ventilation is adequate (mechanical or trickle vents where needed)

Pet Request Readiness

- Check head lease (if leasehold) for restrictions on pets
- Check building insurance policy for pet exclusions
- Pet Policy & Insurance: Template advises that landlords cannot require pet insurance or reimbursement of additional insurance premiums. (Note: Do not ask for an extra "Pet Deposit" – this breaches the Tenant Fees Act).gif gaf
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5. Digital Logbook Essentials (Your “One-Stop” Compliance Record)

Certificates & Expiry Dates

- Each property has a list of required certificate types defined
- Every current certificate is stored with:
 - Issue date
 - Expiry date
 - Supplier / engineer details
 - Certificate reference number
- Historical/expired certificates are kept for audit trail
- Automated reminders (or at least calendar reminders) exist for renewals

Repairs & Inspections

- A central log for repairs exists (spreadsheet, system, or app)
- Property inspections are scheduled and recorded (dates, findings, photos)
- Any hazard-related repairs (damp, mould, structural, heating) are clearly logged with resolutions

Tenancy Documentation

Per tenancy:

- Signed tenancy agreement stored
- Deposit protection certificate and prescribed information stored
- Record of when the *How to Rent* guide was served
- Right to Rent evidence stored
- Move-in inventory and photos stored
- Check-out inventory and photos stored

HMO / Higher-Risk Properties

- HMO licence and renewal dates logged
- Room sizes and occupancy limits documented
- Fire safety checks logged (frequency appropriate to licence conditions)
- Communal areas inspection notes stored

Export & Sharing

- You can quickly produce a compliance summary for:
- A single property
- Your entire portfolio
- You have a way to share documents with:
 - Councils
 - Insurers
 - Letting agents
 - Tenants, where appropriate