



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
- ☐

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