

New Letting Checklist

Property Address:	Tenant(s):	Tenancy Start Date:
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Item:	✓ / X	Notes:
1. "Right to Rent" immigration checks		Complete "Right to Rent" checks for all residents who will be 18 during the fixed term. This may include written confirmation from a Home Choice officer.
2. Prepare inventory		It is always preferable to use an independent inventory clerk to prepare ingoing and outgoing inventories but it can be done by the landlord. Walk-around check with tenant(s) to ensure they are in agreement with the report or give them a copy and a deadline to report any queries.
3. Check-in of tenant(s)		Please ensure the following documents are signed: <ul style="list-style-type: none">- letting agreement- standing order mandate (if applicable)- inventory All documents to be signed by both parties and each should retain a copy.
4. Copies supplied to tenant(s)		Make sure you have served copies of these documents BEFORE the tenant(s) enter the premises: <ul style="list-style-type: none">- Energy Performance Certificate (EPC)- Gas Safety Certificate- Electrical checks & certificate (optional)- DCLG "How to Rent" book The DCLG book can be served via e-mail "providing the tenant agrees to receive notices via e-mail". Ask the tenant(s) to sign the attached checklist and keep this for your records.
5. Safety checks & testing		Check the operation of: <ul style="list-style-type: none">- Smoke Detectors on each floor level- CO Detectors, when provided Do this at check-in with the tenant(s) present and ask the tenant(s) to sign the attached checklist. It should be noted in the tenancy agreement that it is the tenants' responsibility to check these alarms regularly during the tenancy.
6. Legionella precautions		Always drain off the system of all stagnant water if there was a long void (vacant) period.
7. Protect the deposit		You have 30 days to protect the deposit and serve the prescribed information to the tenant(s). Keep proof of service for your own records.
8. Tenant's information folder		It is recommended that tenants should be provided with all necessary information about the property (e.g. utility meters and fuse box location) and all appliance safety / operating instructions.

Check-in Documents Checklist

Landlord(s), please ensure that all the items below have been completed and check the boxes accordingly in the table.

Tenant(s), please sign below to confirm your agreement with the table below (as completed by the landlord) and that you have a copy of all the correct documents.

Items	✓	X
1. Tenancy Agreement		
2. Inventory		
3. Energy Performance Certificate		
4. Gas Safety Certificate (if applicable)		
5. Electrical Safety Certificate		
6. DCLG "How to Rent" Booklet		
7. Smoke Detectors Checked.		
8. CO Detectors Checked (if applicable)		

Please sign below and keep a copy for your records.

Landlord(s):

Signature(s):

Tenants(s):

Signature(s):

Date: