

New Letting Advise Sheet

Item:	✓ / X	Notes:
1. Licensing		Ensure that you have the correct license in place (HMO or Selective License)
2. "Right to Rent" immigration checks		Complete "Right to Rent" checks for all residents who will be aged over 18 at the start of the tenancy. This may include written confirmation from a Home Choice officer.
3. 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 agree with the report or give them a copy and a deadline to report any queries.
4. 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.
5. Copies supplied to tenant(s)		Make sure you have served copies of these documents BEFORE the tenant(s) attend to potentially sign a tenancy agreement: <ul style="list-style-type: none"> - Energy Performance Certificate - Gas safety certificate (if applicable) - Electrical safety certificate (EICR) - Draft tenancy agreement All documents can be served via e-mail providing the tenant agrees to receive notices via e-mail. You must obtain and keep written proof of this consent from the tenant for your records.
6. Safety checks & testing		Check the operation of: <ul style="list-style-type: none"> - Smoke detectors on each floor level - CO detectors in necessary locations 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.
7. Legionella precautions		Conduct a Legionella Risk Assessment. You must identify and evaluate potential sources of Legionella before a tenant moves in. Take steps to remedy any potential risks, like always drain off the system of all stagnant water if there was a long vacant period. Document and keep a record of your checks and actions taken.
8. Protect the deposit		If you have a cash deposit, you have 30 days to protect the deposit and serve the prescribed information to the tenant(s). If Oxford City Council has paid the deposit on behalf of the tenant, then you must register Oxford City Council as an 'interested party' when registering the deposit and serve the prescribed information too. Keep proof of service for your own records.
9. 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

Property Address:	Tenant(s):	Tenancy Start Date:
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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. Assured Periodic Tenancy Agreement		
2. Inventory		
3. Energy Performance Certificate		
4. Gas Safety Certificate (if applicable)		
5. Electrical Safety Certificate (EICR)		
6. Smoke Detectors Checked		
7. CO Detectors Checked		

Please sign below and keep a copy for your records:

Landlord(s) name(s):	
Landlord(s) signature(s):	
Tenants(s) name(s):	
Tenant(s) signature(s):	
Date:	