



PREPARING YOUR PROPERTY FOR LETTING CHECKLIST

Making sure all the necessary legal requirements are in place is an essential part of being a landlord. You'll need to make sure your property and the furnishings provided in it are safe as well as applying for all the necessary paperwork.

FIRST THINGS FIRST

- Get mortgage lender's permission to let property to tenants
- Discuss tax implications with HMRC
- Find out if owner or tenant is liable for rates from Land & Property Services
- Get adequate landlords' insurance for property
- Decide whether to instruct an agent to manage property or do it yourself
- Find out if property is a House in Multiple Occupation and register, if appropriate
- Find out if property requires Certificate of Fitness and apply, if appropriate
- Get Energy Performance Certificate for property

SAFETY CHECKS

- Get Gas Safety Certificate for all gas appliances and heating system
- Have electrician assess safety of electrical installations and appliances
- Install fire detectors, smoke alarms and carbon monoxide detectors
- If property is a HMO, make sure it meets all the legal safety standards
- Check that all furnishing provided meets established safety standards

ADVERTISING CHECKLIST

- Set up utility meters*, if appropriate and check cabling for telephone or internet
- Set appropriate rent and deposit for property
- Draw up tenancy agreement
- Decide where property should be advertised or listed
- Set out a procedure for viewing the property

* The fire safety mechanisms in a HMO must not be powered via a prepay electricity meter



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VIEWINGS

- If property is currently occupied, give existing tenants notice of each viewing
- Take a copy of the Energy Performance Certificate to each viewing
- Ensure property is clean and that lights, heating etc are switched on for viewing
- Allow plenty of time to view the property and answer any questions
- Follow up on viewings the following day

TENANT CHECKS

- Have prospective tenants fill in standardised application form
- Get credit checks, references or guarantors
- Don't ask prospective tenants to pay any unfair charges or application fees

TAKING ON A TENANT

- Ask tenants to sign tenancy agreement and provide signed copies to all tenants
- Provide receipt for security deposit and place in a separate bank account
- Agree in writing a timeframe for any repair or decoration work that tenant has requested
- Provide tenant with Rent Book, Tenancy Statement, EPC, Gas Safety Certificates
- Give tenant property information pack
- Take a detailed inventory and photographs on moving day and provide tenant with a copy