

LANDLORDS CHECKLIST



- ☐ Check that utilities are in the landlord's name during the void period.
- ☐ A non-resident UK landlord has to complete an NRL1 form with HMRC.
- ☐ Do you have a buy-to-let mortgage or permission from your mortgage company to let?
- ☐ If the property is leasehold, check the terms of the lease and obtain necessary written consent before letting (a fee may be applied by the leaseholder).
- ☐ Check that you are covered for letting under your buildings and contents insurance.
- ☐ Check the EPC Register and arrange an EPC if required. Ensure the property meets minimum energy efficiency standards (currently E).
- ☐ Arrange advertising and marketing.
- ☐ Arrange a landlord's annual gas safety certificate.
- ☐ Check that your Electrical safety inspection certificate (EICR) is in date (lasts 5 years).
- ☐ Arrange Legionella risk assessment.
- ☐ Working chimneys are assessed annually, swept and certificated (if applicable).
- ☐ If renting furnished, does your furniture conform to the legal fire-resistant standards?
- ☐ Ensure that you have a working smoke alarm on each floor fitted with new batteries.
- ☐ A working Carbon Monoxide alarm must be left in each room with a solid fuel burning appliance, gas boilers and fires.
- ☐ Send tenants the EPC and an Assured Periodic Tenancy template upon application.
- ☐ Tenant selection, referencing and credit checks (including guarantor if required).
- ☐ Carry out compulsory Right to Rent checks on tenants, authorised occupants & lodgers aged 18 and over.
- ☐ Carry out Anti-money laundering and sanction checks on all tenants over the age of 18.
- ☐ Create a detailed written inventory to include current condition & photographic evidence.
- ☐ Draw up a comprehensive Assured Periodic Tenancy agreement. (APT)
- ☐ Provide all tenants with a final draft copy of the unsigned APT and all relevant required safety certifications.
- ☐ Collect the security deposit (to the value of no more than 5 weeks' rent).
- ☐ Lodge the deposit with one of the approved government schemes within 30 days of receiving it.
- ☐ Issue the prescribed deposit information and mandatory deposit scheme literature, including the certificate.
- ☐ Arrange tenants and guarantors (if applicable) signatures on the APT before collecting 1st month's rent.
- ☐ Collect the first month's rent in advance after the APT has been signed by all parties.
- ☐ Check in tenants and verify the inventory and schedule of condition.
- ☐ Conduct a health and safety briefing with the tenants and explain the correct operation of heating, hot water systems and any supplied appliances.
- ☐ Take all utility readings: water, gas/oil and electric (evidenced with photos).
- ☐ Check all Carbon Monoxide and smoke alarms in the tenant's presence.
- ☐ Give bank details to tenants for continued rental payments.
- ☐ Appliance operating instructions to be left at the property.
- ☐ Leave contact details of the landlord/agent with the tenant for maintenance and emergencies.
- ☐ Close the landlord's accounts for utilities and council tax when the tenant moves in.
- ☐ Advise tenants to open utility accounts for: water, gas/oil, electricity, and council tax.
- ☐ Provide tenants with a copy of the signed APT, Inventory and Prescribed information.

Additional checks required for HMO properties. Check list provided by Plymouth Estates Ltd and correct as at the 20th May 2026. Please note that this check list is not an exhaustive list but for information purposes only.



**PLYMOUTH
ESTATES**

FREE

LANDLORD TENANCY HEALTH CHECK

With over 170+ regulations affecting landlords, staying compliant is increasingly complex.

Are you 100% compliant with the latest legislation, including the Renters' Rights Act?

At Plymouth Estates, we're offering landlords a FREE, no-obligation Tenancy Health Check to make sure your property, paperwork, and processes are fully compliant and protecting your investment.

- ✓ Avoid costly fines and legal pitfalls
- ✓ Ensure your tenancy is future-proof
- ✓ Get expert advice tailored to your property

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Limited availability – book your free check today and stay one step ahead.



**MONEY
SHIELD**

