

Landlord Compliance Checklist

COMPLETE PROPERTY COMPLIANCE TRACKING

Property Address: _____ **Property Type:** _____
Tenant Name: _____ **Start Date:** _____
Phone: _____ **Email:** _____

Safety & Certification (Annual/5-Year)

- ☐ Gas Safety Certificate (CP12) - annual, expires to the day
- ☐ Electrical Installation Condition Report (EICR) - 5-yearly
- ☐ Smoke Alarms - installed and working, tested annually
- ☐ Carbon Monoxide Alarms - installed and working
- ☐ Furniture & Furnishings Regulations - fire safety standards
- ☐ Legionella Risk Assessment - Health & Safety requirement
- ☐ Boiler Insurance - required by lenders and best practice

Tenancy & Documentation

- ☐ Deposit Protection - within 30 days, prescribed info issued
- ☐ Prescribed Information - given at tenancy start
- ☐ Gas Safety Certificate - provided before tenant moves in
- ☐ EPC (Energy Performance Certificate) - before marketing
- ☐ How to Rent Guide - received before tenancy begins
- ☐ Tenancy Agreement - legally compliant, signed by both
- ☐ Right to Rent Checks - verified and documented
- ☐ Immigration Act 2016 Compliance - proof of status checked
- ☐ Tenants' Rights Act 2025 Notices - new communication regime
- ☐ Breaking Clause Notices - correctly served if applicable
- ☐ Rent Increase Notices - statutory notice periods followed

Ongoing Management

- ☐ Rent Arrears Tracking - documented for court proceedings
- ☐ Repair Requests Log - acknowledged and actioned
- ☐ Right to Manage / Section 24 Notice - issued if applicable
- ☐ Insurance Compliance - covers tenanted property
- ☐ Council Tax Band Verification - tenant registered
- ☐ Utility Arrangements - responsibility clarified
- ☐ Inventory & Condition - photos at move-in and move-out
- ☐ Return of Deposit - within statutory timeframe

Compliance Checklist - Continued

Local & Regulatory

- ☐ HHSRS (Housing Health & Safety Rating System) - aware of status
- ☐ Fire Safety Order - HMO/multi-unit compliance checked
- ☐ Selective Licensing - checked if in designated area
- ☐ Council Tax Registration - property registered and band verified
- ☐ Planning Permission - use compliant, no over-occupancy
- ☐ Building Regulations - structural work certified
- ☐ Planning Conditions / Covenants - checked property deeds
- ☐ Antisocial Behaviour Protocol - process understood
- ☐ Flood Risk Checks - tenants informed if applicable

Paperwork for Exit

- ☐ Deposit Return Procedure - correct process with evidence
- ☐ Section 21 Notice - served correctly if applicable
- ☐ Tenancy Ending Paperwork - service and proof documented
- ☐ Reference Requests - accurate and fair



Print this checklist and tick off items as completed

Use it as a practical property-level record alongside your supporting certificates and documents.



Last Updated: September 17, 2026