

# Landlords Check List for New Tenancy

Task	Date Completed
Reference from tenants' employer	
Reference from former landlord	
Credit check	
"Right to Rent" check carried out	
Inventory done and issued to tenant	
Tenancy agreement signed with copy for tenant	
Liability for bills & other important clauses explained	
Meter readings taken & service providers informed	
Gas safety check carried out within last 12 months	
Copy of gas safety certificate given to tenant	
Current "How to Rent" leaflet given to tenant	
EPC given to tenant	
Direct Debit/standing order set up for rent	
Deposit taken	
Deposit protected (within 30 days of receipt)	
Prescribed Information re deposit given to tenant (within 30 days of taking deposit)	
Check HMO licence valid & conditions complied with	
Fire safety risk assessment carried out	
Electrical safety check carried out within last 5 years	

Colour Code:

- Required by law
- Required by law in licensable HMOs
- Best Practice