

MY CITY NEST

LANDLORD COMPLIANCE HEALTH CHECKLIST

A PERSONAL APPROACH TO BUY, SELL OR LET WITH CONFIDENCE



MY CITY NEST

| |
|----------------------------|
| Property Address: |
| Landlord Name: |
| Tenancy Start Date: |



PRE-TENANCY (Please check the box)

PRE-TENANCY

- Ensure all paperwork is in place to allow the landlord to let the property (if there is a mortgage)
- Confirm the landlord has landlord insurance.
- Secure copy of the head lease to ensure that there is no breach of contract.
- Check if the landlord is registered with ICO.

SAFETY LEGISLATION

- Furnishing and Fire Regulations: Ensure all furniture is compliant*
- Smoke and Carbon Monoxide Regulations: Smoke alarm on each floor*
- Carbon Monoxide detectors for solid fuel appliances present.
- Gas safety certificate must be completed by gas safety engineer before tenancy start date.*
Details of gas contractor: _____
 Gas safe register certificate for engineer and copy of ID card? **Date of Expiry of Cert:** _____
- What appliances is he qualified to work on?** _____
 Any warning notices or comments regarding repairs? _____
- EICR cert conducted by competent electrician - recommended that they are registered with a regulatory body.* **Date of Expiry of EICR Cert:** _____ **
Details of electrician: _____
- PAT test** conducted on any portable appliances left in the property.
Date of Expiry of PAT test: _____
- Valid Energy Performance Certificate with a rating E or above to comply with the Minimum Energy Efficiency Standards.
Rating of EPC: _____ **Date of expiry of EPC:** _____
- Ensure you have an HHSRS risk assessment on file.
- Ensure you have Legionella risk assessment on file.



SETTING UP TENANCY (Please check the box)

- Have full references for tenants on file.
To include financial viability, any prior renting history and employment checks:

Right to Rent Checks on all over eighteen-year-old occupiers (failure to do this can result in a prison sentence and a hefty fine under the Immigration Act 2016): **

- If there are time sensitive visas - add expiry dates to the CRM system to check back.
- Ensure that you securely retain copies of all relevant documents, such as passports, etc., in compliance with GDPR regulations.
- Evidence that the prescribed information has been delivered to tenants within 30 days of receiving it.
- Protect the deposit funds using the relevant deposit protection scheme.
- Download and serve the Deposit Protection Certificate to tenants within 30 days of receiving the deposit.
- Evidence of serving the Gas Safety Certificate to ALL tenants before the tenancy.
- Show that the EPC was given to tenants before viewing and provided to ALL tenants before the tenancy.
- Evidence that the correct version of the how to rent guide served to the tenant's pre-tenancy.
- Evidence that licence has been issued to the tenants where applicable.
- Evidence that a copy of the EICR has been given to the tenants prior to the start of tenancy (this document does not form part of the de-regulation act)

Evidence of service of all of these is essential if you ever need to give notice, without this the application (notice 6A) for possession to the court will be dismissed:

- Assured Shorthold Tenancy agreement in place detailing the fixed term of the tenancy, rent payments and all obligations.
- The tenant received the agreement before the tenancy began, to review and seek legal advice if needed.
- All parties signed tenancy agreement.
- Tenancy agreement executed.
- Guarantors were referenced like the tenants, and their ID and contact details were saved on file.
- Guarantor deed signed by all parties and executed.
- A comprehensive inventory, including dated photos, was obtained for the property.



STARTING THE TENANCY (Please check the box)

- Ensure that all tenants have signed all necessary documents related to the tenancy and have been provided with copies of these documents.
 - Confirm your bank details to the tenants and specify the method and schedule of rent payment in the tenancy agreement to avoid any confusion.
 - Provide tenants with a comprehensive inventory of the property and explain their obligation to review, sign, and return it within a designated time frame. Alternatively, conduct a joint inspection with the tenants to mutually agree on the inventory, which will be essential for a smooth conclusion at the end of the tenancy.
 - Before handing over the keys to the property on the move-in day, conduct a thorough inspection to check the functionality of all smoke alarms. Document their working condition and ensure that the tenants are aware of their responsibilities regarding smoke and carbon monoxide detectors, in compliance with the Smoke and Carbon Monoxide Regulations 2015.
 - Have the tenants sign documents acknowledging that you have tested the smoke alarms on the first day of their tenancy and that they are responsible for ensuring their proper functioning throughout the tenancy.
- Inform the tenants about the periodic property checks you will conduct as per the Housing Act Regulations. Give them a minimum of 24 hours' notice before conducting these checks to respect their quiet enjoyment and to avoid breaching the Protection from Harassment Act 1997. Clearly communicate the frequency of these checks in the tenancy agreement.
-



DURING THE TENANCY (Please check the box)

- To ensure that the Gas Safety certificate remains valid, it is crucial to promptly renew it before its expiration date. Dates of gas safety certificates completed: _____
- To maintain its validity, you must serve the Gas Safety certificate to tenants within 28 days of renewal.
- Additionally, it is essential to conduct PAT testing (Portable Appliance Checks) yearly and ensure that electrical checks are performed in accordance with the appropriate schedule.

INSPECTIONS

- Should be carried out at six-month intervals throughout the tenancy to assess the property's condition. **Dates of inspections:** _____
 - Check the time-sensitive visas of tenants in compliance with the Immigration Housing Act 2016. If any illegal occupants are discovered who cannot prove their right to reside in the UK, you must report them to the Home Office to avoid potential legal consequences such as imprisonment and fines.
 - Any tenants who were under 18 at the start of the tenancy, their right to rent status should be checked and appropriately documented.
 - Documented photographic reports, including an audit trail of any maintenance recorded during inspections and follow-up actions taken.
- Ensure that all areas, including rooms, basements, and exterior spaces, are thoroughly checked during inspections. If any signs of illegal activity or unauthorised occupants are observed, it is your obligation to report them to the relevant authorities in accordance with The Proceeds of Crime Act 2002.
-



DURING THE TENANCY (Please check the box)

- All maintenance issues must be addressed promptly, and tenants should be informed of any necessary entry into the property. Permission should be obtained from tenants every time someone needs to enter their home, as they have rights under the Landlord and Tenant Act 1985 and the Protection from Harassment Act 1977.
- It is crucial to keep all interactions with tenants well-documented, including detailed notes, as these records may serve as evidence in the future.
- To comply with the General Data Protection Regulations, ensure that all information related to the tenancy is securely stored and avoid disclosing any unnecessary details about the tenants.



Section 21 Notice: (Notice to Vacate Property) (Please check the box)

- Issued the correct notice – Form 6a
- Make sure that all relevant documents, such as the Energy Performance Certificate (EPC), Deposit registration, Gas Certificate, "How to Rent" guide, and a copy of the licence (if applicable), have been provided in accordance with the Deregulation Act 2015.
- Ensure that this eviction is not retaliatory under section 33 of the Deregulation Act.
- If you have already issued the statutory two months' notice to quit, but the tenants have failed to vacate the property, do not attempt to enter the property under any circumstances, as this would violate the Protection from Eviction Act 1977. Seek urgent legal advice, and proceed to apply for possession through the courts.
- Once you obtain possession through the courts, wait for the tenants to surrender the keys before entering the property. Then, follow the appropriate procedure for the check-out process and the return of the deposit. If the tenants breach the court-ordered eviction date, you may need to apply for a bailiff's warrant. Failure to end the tenancy in this manner could lead to serious consequences, including potential imprisonment.

VIOLATING ANY OF THESE SECTIONS MAY RESULT IN A BANNING ORDER, A 6-MONTH IMPRISONMENT, A £5000 FINE, AND THE LOSS OF THE ABILITY TO SEEK POSSESSION ORDERS.

Now that you have an overview of the essential information before Identifying a Top-Notch Letting Agent, I trust the information provided will be valuable as you embark on finding a new home.

I hope the information I have here will help you increase your knowledge before you decide to find a home to relocate.

I would like to personally invite you to book a Phone Consultation with me now. Please **CLICK HERE** to arrange an FREE CONSULTATION SESSION!

Here's three ways I can help you:

1. FREE 15-minute advice call
2. FREE property visit for a tenancy health check to keep you safe
3. FREE property visit for a Valuation & investment maximisation advice
4. FREE Property Market Updates via My Youtube Channel

All you need to do is to arrange a **FREE Consultation!**

Warmly,




Danny Valencia

Managing Director

E: danny@mycitynest.com

M: 07468866205



Thinking of
Renting out Your Home?

**Click Here For Free
Online Valuation**