



Pre-Letting Checklist – Tenant Screening and Commencing Tenancy

New letting regulations in England are more onerous for landlords and agents. Stay within the law, get proof that you did - on discrimination, safety and eviction rules, and protect yourself by diligent adherence to documentary evidence. This checklist is only a guide and not a definitive legal process. If in doubt seek professional advice – use at your own risk. Current January 2017

Property Address	Tenant/s	Tenancy Start Date
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Item:	√	Notes
1 – Enquiry / Telephone Interview form		Make notes about every tenancy enquiry received using an enquiry form – see: www.landlordzone.co.uk/documents
2 – The Viewing & Pre-Tenancy Interview		The viewing is an ideal time to get an overall picture of how you feel about the prospective tenant: appearance, behaviour, attitude, motivations. Observe and Interview if appropriate.
3 – The Tenancy Application Form - Completed & returned - Signed & agreed		It's very important that all adult tenants complete a tenancy application form, providing detailed background information and agreeing to the terms & conditions by signing the form. This form is the basis of your further checks and referencing.
4 – Tenant Screening: - “Right to Rent” - immigration checks - Credit Checks - Referencing		Check for consistency of information given across all these sources. Have sight of all original photo documents (passport, driver's licence etc) and take ID phone 'mugshot' photo if you can. Complete “Right to Rent” * checks when appropriate and make sure everyone is treated equally.
5 - Inventory prepared, walk-around check with tenant/s and sign off.		It is always preferable to use an independent inventory clerk to prepare ingoing and outgoing inventories.
6 – Check-in of tenant/s - document signing: - letting agreement - standing order mandate - inventory & check-in form all documents signed by both parties		Make sure you check-off all items on the check-in checklist. The tenants should be present at the check-in. Make sure they sign the check-in form to confirm that all checks have been completed satisfactorily. A good inventory will also confirm that everything is in order at the start of the tenancy.
7 - Copies supplied to tenant/s: - Energy Performance Certificate (EPC) - Gas Safety Certificate provided to tenant/s - DCLG “How to Rent” book* - Electrical checks & certificate (optional)		You will need copies of all these documents if you need to apply to a court for a possession order using s21. Make sure you have served copies of these documents BEFORE the tenant enters the premises. The DCLG book can be served via e-mail “providing the tenant agrees to receive notices via e-mail”. Your agreement should state methods of delivery including by electronic means.
8 – Safety Checks & Testing of: - Smoke Detectors on each floor level - CO Detectors, when provided		Check the operation of these at check-in with the tenant/s present. It should be noted in the tenancy agreement that it is the tenants' responsibility to check these alarms regularly during the tenancy.
9 – Legionella water drain-off precautions taken and risk assessment*** completed		Always drain off the system of all stagnant water if there was a long void (vacant) period.
10 – Full safety - fire and electrical appliances - Risk Assessment (optional)		It is advisable to do this before every letting.
11- Deposit protected & prescribed info (s213) notice served, with proof of service		You have 30 days to protect & serve the deposit statutory notice - obtained from your deposit protection agency.
12- Tenant's Information Folder – all safety instructions included.		Tenants should be provided with all necessary information about the property and all appliance safety / operating instructions. Keep a tenant journal to record all communications and events.

* www.gov.uk/government/publications/how-to-rent ** www.gov.uk/government/publications/right-to-rent-landlords-code-of-practice

This Letting Checklist should be used in conjunction with the following documents: <http://www.landlordzone.co.uk/documents>

- 1- Tenancy Application form
- 2- Telephone Enquiry Form
- 3- Pre-Tenancy Interview Form
- 4- Check-in / Check-out Checklist
- 5- ***Legionella Risk Assessment or preferably do a Full Safety Risk Assessment