



Quick Checklist – Renting Legal Requirements

Make sure you meet legal requirements and protect yourself from a bad experience when letting, especially if you are inexperienced – do the 15 points listed here. The checklist applies to England - other regions may have different but similar requirements. Current at January 2017

#	Description	✓
1	Some rentals such as Houses in Multiple Occupation (HMOs) need planning permission – check with your council. Avoid overcrowding your letting with too many occupants.	
2	If your rental property is leasehold (flats and apartments in particular) you must seek your landlord’s (freeholder’s) permission before you let it.	
3	Make sure you have a good landlord’s insurance policy in place. If tenants or visitors have an accident you could find yourself with a very large claim for damages – see: www.landlordzone.co.uk/directory/suppliers-directory/insurance	
4	Carry out a simple risk assessment including legionella checks before you let and between tenancies. You don’t need an expert to do these, but you should be aware of the requirements. Free to download documents here: www.landlordzone.co.uk/documents	
5	Make sure your furniture and furnishing meet fire regulations – new furniture items should have fire labels, older items may not and could be illegal. Always keep receipts when you purchase as all modern furniture should be OK.	
6	*Make sure any gas boiler and appliances have been tested and serviced prior to letting and supply tenants with a Gas Safety Certificate after these checks, every 12 months.	
7	Make sure the electrical system and appliances are safe. It’s a good idea to check these between tenancies and get a professional test certificate issued every 5 years.	
8	*Make sure the property has a current Energy Performance Certificate (EPC) before letting and supply the tenant with a copy. These last for 10 years.	
9	*Make sure you supply your tenant with the current version of the government published “How to Rent Guide” - www.gov.uk/government/publications/how-to-rent	
10	Use a good quality and up-to-date Letting Agreement – see here: www.landlordzone.co.uk/documents Property regulations change regularly so it’s vital your agreement is an up-to-date one.	
11	Make sure you do Right-to-Rent Checks – You must do face-to-face document checks to establish Right-to-Rent – read this article: www.landlordzone.co.uk/content/doing-right-to-rent-immigration-checks Failing to carry out these checks will result in a heavy fine. Beware of discriminating.	
12	Have a good property inventory – ideally one produced by an independent inventory clerk – see: www.landlordzone.co.uk/directory/suppliers-directory/inventory-services . Without a good inventory any deposit scheme claim will almost certainly fail.	
13	If you take a holding deposit always use a holding deposit agreement – see www.landlordzone.co.uk/documents	
14	If you take a Damage Deposit make sure you protect it in one of the government approved schemes. Also, you must serve the correct notices on your tenants – read this article: www.landlordzone.co.uk/content/importance-of-protecting-deposits	
15	Make sure you do proper tenant screening and always do thorough Credit Checks and Referencing – see: www.tenantverify.co.uk/cp/document_sign_in.php?doc=260716	

*Note: if you fail to do some of these things you can be prevented from evicting a bad tenant.