

# LANDLORD COMPLIANCE CHECKLIST



## The Rosemoor Landlord Checklist: Keeping It Legal & **Hassle-Free**

So, you're letting out a property? Great stuff. But before you stick it on the market, there's a bit of **legwork** to do first. Stay on the right side of the law and make sure everything's ticked off with this handy checklist.

### SKIP SOMETHING IMPORTANT?

**YOU COULD END UP WITH LARGE FINES, A BANNING ORDER, OR WORST CASE A TENANT YOU CAN'T LEGALLY EVICT.**

**LET'S NOT GO THERE**

YOUR CHECKLIST FOR  
LETTING YOUR PROPERTY  
EFFECTIVELY & **LEGALLY**



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# Before You Let Your Property

READY?

## Sort the Paperwork



- If there's a mortgage, check with your lender that you're allowed to let the property.
- If it's leasehold, check the lease for any restrictions on subletting.
- Get yourself landlord insurance – standard home insurance won't cut it.
- Register with the ICO (Information Commissioner's Office) if you'll be handling tenant data.

## Safety First



- Smoke alarms on every floor – tested and working.
- Carbon monoxide detector fitted (if there's a gas appliance or solid fuel burner).
- Gas Safety Certificate sorted (renewed annually).
- EICR (Electrical Installation Condition Report) – legally required & valid.
- PAT testing for any electrical appliances you're providing.
- EPC (Energy Performance Certificate) – Must be E or above (or you're breaking the law).
- Consider a Legionella risk assessment if there's a water system.

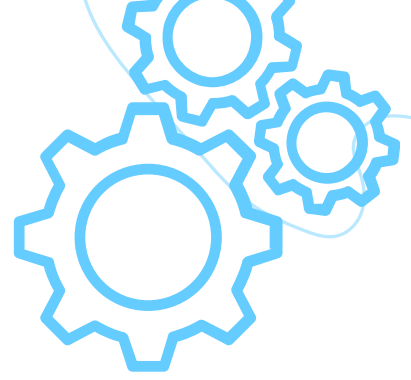
## Deposit & Tenancy Basics



- If you're taking a deposit, it MUST be protected in a government scheme (TDS, MyDeposits, or DPS).
- Serve the prescribed information about the deposit within 30 days.



# Setting Up the Tenancy



## Finding the Right Tenant

- ❑ Do Right to Rent checks (every adult tenant must be legally allowed to rent in the UK).
- ❑ Collect references – employment, rental history, credit check.

## Tenant's Welcome Pack (Legal Must-Haves)

- ❑ A written tenancy agreement (AST) signed by all parties.
- ❑ Gas Safety Certificate (served BEFORE they move in).
- ❑ EPC (Energy Performance Certificate) (must be shown before they even view the property).
- ❑ EICR (Electrical Safety Report) – legally required.
- ❑ How to Rent guide (latest version – always check).
- ❑ If required, the HMO or Selective Licence must be shared with tenants.

## Move-In Day Essentials

- ❑ Complete a detailed inventory with dated photos.
- ❑ Make sure tenants sign & return the inventory within a set timeframe.
- ❑ Hand over keys and confirm rent payment details (when, how & account info).



# During the Tenancy

## Ongoing Checks & Responsibilities



- Renew Gas Safety Certificate annually and send a copy to tenants within 28 days.
- Keep electrical checks up to date (EICR and PAT testing where needed).
- Conduct routine inspections (every 6 months is ideal) & document findings.
- Log & respond to maintenance requests – don't leave issues unresolved.
- Give tenants at least 24 hours' notice before any property visits.
- Make sure tenants test smoke & CO alarms regularly – they're responsible for replacing batteries.

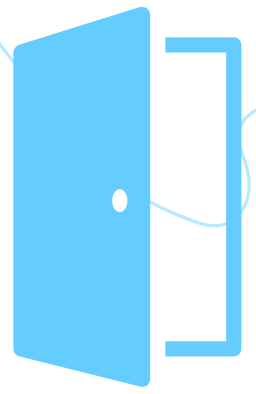
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# Ending the Tenancy & Regaining Possession



## Giving Notice to Leave

- ❑ Serve the correct Section 21 or Section 8 notice (make sure you've followed all the legal steps first).
- ❑ Ensure the eviction isn't classed as retaliatory – tenants can challenge unfair notices.
- ❑ Check all legal requirements were met before issuing notice (deposit protected, EPC, gas cert, etc.)

## Final Steps & Moving Out

- ❑ Conduct a check-out inventory and compare it with the original.
- ❑ Handle deposit returns fairly (using the deposit scheme's dispute process if needed).
- ❑ Only enter the property AFTER tenants have handed over the keys (or it's a legal mess).

### IMPORTANT NOTE:

*If they don't leave? Apply for a court possession order – do NOT attempt to remove tenants yourself (that's illegal and could land you in trouble).*

## Want to Let Without the Stress?

At Rosemoor Properties, we handle everything for you – from tenant vetting to compliance, maintenance, and rent collection.

- ✓ No upfront costs
- ✓ No hidden fees
- ✓ No headaches



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