

# THE LANDLORD MUST HAVE CHECKLIST



As of July 2020

## FOR LANDLORDS SELF MANAGING RENTAL PROPERTIES

### Have The Correct Documentation

Make sure that you have all the relevant legislative documentation in place. These include the following:

1. Energy Performance Certificate
2. Landlord Gas Safety Certificate
3. Electrical Installation Condition Report
4. Legionella Risk Assessment

### Have The Correct Alarms Fitted

Make sure that you have all the necessary smoke alarms, heat detectors and carbon monoxide detectors in place within the property. You are required to have mains or radio linked smoke alarms in each hallway, a heat detector in the kitchen and carbon monoxide detectors at gas appliances (not including the cooker) and open fireplaces or wood burning stoves. Many landlords only have a detector in situ near the boiler but don't take into account open fires or wood burning stoves. If you have an open fire in the lounge and the flue goes up through an upstairs bedroom, you are required to have a carbon monoxide detector in that bedroom too.

### The Importance Of Reference Checks

Ensure that you carry out reference checks on your prospective tenant. Don't just accept their word with regard to their current situation. Make sure that you get them to complete an application form which includes; Proof of Current Address, Proof of Identity, Date of Birth, National Insurance Number, Place of Employment and who to contact for a reference, and Current Landlord Details if they are already renting. You can also use online credit checking companies such as Experian to check their credit and ensure that they are a good risk.

### Why Regular Inspections Are Vital

When your tenant takes possession, always make an arrangement to visit the property on a regular basis – normally every 3-4 months, so that you can check that the property is being looked after properly. Many private landlords fail to do this. They think that all is well if the rent is coming in on time each month. This is a big mistake – even if the rent is coming in regularly, that doesn't mean that the property is being looked after correctly. You must give the tenant at least 48hrs notice of a visit, so make sure that you diary this and keep yourself right!