

## Landlord legal requirement checklist

Ticking off the items on this list will help you keep track of your legal responsibilities. This only applies to private residential landlords in England & Wales.

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| Address: |  |
| Date:    |  |

| LEGAL REQUIREMENTS  |       |
|---|-------|
| REQUIREMENT   | CHECK |
| <p><b>Do you have a current gas safety certificate?</b><br/>The certificate must be provided by a Gas Safe engineer within the past 12 months in order to be valid. You don't need a new certificate per tenant, but you do need to renew it every 12 months.</p>   |       |
| <p><b>Do you have a valid Energy Performance Certificate (EPC) for the property?</b><br/>EPCs assess the energy efficiency and carbon dioxide emissions of your property with potential figures it could achieve. Any house that is rented requires a valid EPC. They are valid for 10 years and then the property needs to be reassessed for a new certificate. If energy efficiency improvements are made to the property, you can apply for a new EPC to achieve a better grade.</p> |       |
| <p><b>Have you supplied smoke and Carbon Monoxide alarms?</b><br/>Private rented sector landlords in England with single tenanted properties (e.g. NOT Houses in Multiple Occupation) are required, from 1 October 2015, to install smoke alarms on every floor, have a carbon monoxide alarm in every room where solid fuel appliances are contained, and check that each prescribed alarm is in proper working order on the day the tenancy begins.</p>                               |       |
| <p><b>Have you protected the tenant's deposit with an approved tenancy deposit protection scheme?</b><br/>Any deposit you receive must be secured into a tenancy deposit scheme. There are three Government approved schemes – The DPS (the only free-to-use scheme), The Dispute Service and MyDeposits.</p>   |       |
| <p><b>Have you provided the Prescribed Information to the tenants?</b><br/>This is a requirement of the tenancy deposit protection scheme. Once the deposit is secured, you must provide certain information about the deposit and where it has been secured to tenants either as part of the Tenancy Agreement or on a separate form. The scheme that you secured your deposit with will have more information on this.</p>  |       |
| <p><b>Do you need a landlord licence?</b><br/>Depending on your property's location, you may need a landlord licence from the local authorities in order to rent your property. Contact your local council for confirmation.</p>  |       |
| <p><b>Is the furniture fire resistant?</b></p>  |       |

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| <p>All furniture a landlord provides must be fire resistant. Furniture must meet the fire resistance requirements in the Furniture and Furnishings (Fire) (Safety) Regulations 1988.</p>   |  |
| <p><b>Are the electrical appliances safe?</b><br/> There is no requirement for annual checks (as with gas appliances) but the Electrical Equipment Safety Regulations state that landlords must ensure electrical equipment and systems are safe and maintained in a safe condition during the tenancy.</p>  |  |
| <p><b>Are all plugs &amp; sockets compliant to current standards?</b><br/> Any plug, socket or adapter supplied for intended domestic use complies with the appropriate current standard, and specifically that the live and neutral pins on plugs are part insulated so as to prevent shocks when removing plugs from sockets and all plugs are pre-wired.</p>  |  |
| <p><b>Is the property legionnaires disease free?</b><br/> Health and safety legislation requires that risk assessments for the Legionella bacteria which cause Legionnaires' disease are taken. The assessments must identify and assess potential sources of exposure, and steps taken to prevent/control any risk that is identified. More information available on <a href="http://www.hse.gov.uk/Legionnaires/faqs.htm">http://www.hse.gov.uk/Legionnaires/faqs.htm</a>.</p>   |  |
| <p><b>Is the tenant permitted to rent in this country?</b><br/> Under the 'Right to rent' legislation landlords are required to ensure their tenants are not illegal immigrants and are consequently permitted to rent in this country. More details available on <a href="http://www.propertyinvestmentproject.co.uk/blog/right-rent-immigration-checks/">http://www.propertyinvestmentproject.co.uk/blog/right-rent-immigration-checks/</a></p>  |  |
| <p><b>Provided tenant with "How to rent" Guide?</b><br/> This isn't a legal requirement, however, it is required to be served to tenants in order to serve a valid Section 21 notice (a repossession notice). Landlords should provide their tenants with an up-to-date document entitled "How to rent: the checklist for renting in England", as published by the Department for Communities and Local Government, at the beginning of tenancies that start on or after October 2015 in England only. More information &amp; guide available on <a href="https://www.gov.uk/government/publications/how-to-rent">https://www.gov.uk/government/publications/how-to-rent</a></p> |  |
| <p><b>Registered with the ICO?</b><br/> Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO).<br/> If you store, use or delete personal information of your tenant(s) (e.g. name, email, telephone, address etc.) – which is almost all landlords – then you should be registered with the ICO. More details and registration here: <a href="https://ico.org.uk/for-organisations/data-protection-fee/">https://ico.org.uk/for-organisations/data-protection-fee/</a></p>   |  |

**Please note:** This is for information purposes only and is not an exhaustive list. It is not intended to constitute legal or other professional advice or be a legally binding document. We'd always recommend you seek legal or professional advice before entering into any kind of tenancy agreement.