



LANDLORDS CHECKLIST

Essential checks that must be carried out before letting your property:

- ◆ **Energy performance certificate** - An EPC contains information on your home's energy use and carbon dioxide emissions. It is a legal requirement.
- ◆ **Gas Safety certificate** - provides a check that gas appliances, pipe work and flues provided for tenants are maintained in a safe condition. This is a legal requirement and must be carried out annually.
- ◆ **Electrical check** - PAT (portable appliance testing) provides a check that all electrical appliances are maintained so as to prevent any danger.
- ◆ Does your property have **smoke alarms**?
- ◆ **Proof of ownership** - should be provided along with photographic I.D.
- ◆ **Authority to let** - have you obtained consent from your mortgage lender/managing agent/insurance company.
- ◆ **Furniture requirements** - if you are leaving any items of furniture they must meet fire safety regulations.
- ◆ Have the **utility companies** been notified of a change of occupant?
- ◆ **Property keys/security** - make sure you provide sufficient sets of keys (one set per tenant plus a set for management).
- ◆ **Tenants referenced**

If you have any queries we can organise everything for you.