



LANDLORDS' CHECKLIST

Thanks for your interest in our complimentary landlords' checklist!

Whether you're a first time or seasoned landlord, we've covered most aspects of letting a property from preparation through to property inspections, which we hope you'll find useful.

To learn how we can help you find your next tenant and assist with the lettings process, please contact our dedicated landlord team on **0333 577 8888** or email **support@lettingaproperty.com** and we'll be happy to talk through your requirements.

We look forward to working with you.



Jonathan Daines, CEO
LettingaProperty.com



Completing your landlord checklist couldn't be simpler - either print the document and keep a copy with your files, or complete the form digitally - you can tick the check boxes when each step of the process is complete, and click the buttons for further information on each section, and save a copy of the form for each of your properties.

PREPARING TO LET



<input type="checkbox"/>	Consent To Let	You'll need consent to let out your property from your lender if your mortgage is not a 'buy-to-let'.	MORE INFO
<input type="checkbox"/>	Energy Performance Certificate (EPC)	Unless a listed property or holiday accommodation, you will require an EPC when letting a property which must be shown to the tenant.	MORE INFO
<input type="checkbox"/>	Gas Safety Certificate	If your property has a gas supply, you will need an annual landlords gas safety certificate.	MORE INFO
<input type="checkbox"/>	Portable Appliance Test	Electrical appliances provided by the landlord must be PAT tested.	MORE INFO
<input type="checkbox"/>	Fixed Wire Test	Although not a legal requirement, you have a duty of care to your tenants, which includes ensuring the electrics are not damaged or worn or could cause harm to your tenant.	MORE INFO
<input type="checkbox"/>	Smoke/Co Alarms	Must have a working and tested smoke detector on all floors and a carbon monoxide detector where solid fuels are used.	MORE INFO
<input type="checkbox"/>	Fire Resistant Furniture	If furnished, all upholstered furnishings provided in a rented property must be fire resistant.	MORE INFO
<input type="checkbox"/>	House in Multiple Occupation (HMO) Licence	You are required to hold a HMO licence for a property rented to three or more unrelated tenants who form more than 1 household or the household is at least 3 storeys high.	MORE INFO
<input type="checkbox"/>	Landlord Insurance	You will require bespoke landlord building and contents insurance when letting a property to tenants.	GET A QUOTE



PREPARING YOUR ADVERT


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Property condition

Having a clean and presentable property is a sure way to get tenants interested.

[MORE INFO](#)

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Photos

Take landscape photos, take them during the day, take internal photos from the light source, i.e. by the window. Have your first three photos shown as your best ones. We recommend an outside shot if appealing, the kitchen, and the lounge as being must haves. You may consider having a photographer come around and get a few good ones done. You will always be able to use those photos again.

[MORE INFO](#)

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Description

Be informative and spend time on key features. If the property has undergone refurbishment, mention this. Room sizes and information about transport links and proximity to local schools and town or city centre is always useful. Does the property have integrated appliances? If you can identify the council band rating, what floor the flat is on and other key attractions, do so.

[MORE INFO](#)

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Floor Plans

Floor plans help tenants understand more about what your property has to offer in terms of layout and space - particularly useful for larger rental properties.

[MORE INFO](#)

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Price

The first three weeks of advertising is really important! The rental price needs to be realistic when first listed.

[GET A PRICE GUIDE](#)

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Premium Listings

To generate up to 30% more tenant enquiries by enhancing your standard listing to a premium listing on Rightmove.co.uk.

[BUY NOW](#)

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To-Let Signs

Research shows at least a 1/3 of your enquiries will be generated from potential tenants who already live in the area.

[BUY NOW](#)



TENANT ENQUIRIES



Tenant Enquiries

All calls are received by our tenant team who will pre-vet and forward tenant enquiries that match your criteria. You'll receive an email address, telephone number and other useful information. We will never give your details out to the tenant.



Contacting Prospective Tenants

We recommend contacting tenants by phone. Firstly, you can start your tenant qualification at this point by asking the tenant reasonable questions regarding themselves and it gives the tenant an opportunity to ask you further questions.



Block Viewings

Depending on your availability and your distance to property, you could arrange for an open house and have tenants to come around at the same time or in 15 minute intervals.



Conducting Viewings

When prospective tenants visit the property, pay attention to their conduct as they should be making a good impression on you. Take the time to explain the good features of the property and the surrounding areas. Have both the EPC document on hand and the Gas safety Certificates there in case they are asked for. This is a time to further qualify the potential tenants. Should they express an interest, inform them of the referencing process.

[MORE INFO](#)

Feedback

Ask for feedback at the viewing. You will find most tenants will give it to you straight away if there are aspects of the property that don't meet with their requirements. This is good information to know as this will either help you with your property description or you may have a solution right then you can offer them e.g. the tenants needs some furniture and you are happy to get it or they do not like the colour of the bedroom and you may be happy to have it painted.



TENANT ENQUIRIES CONT.



Follow Up

Once a viewing has taken place and you feel the tenant(s) was suitable for the property, you may want to send them a quick email offering them further information if they were to require it. Alternatively, if a tenant responds after a viewing via email or phone and is interested in the property, respond courteously and provide them with the next step you wish to take if they do want to proceed.



Tenant Referencing

Tenant Referencing Reports should be used as a measurement tool to help any Landlord to make a decision on whether or not to proceed with a tenant. These reports confirm whether tenants can afford the property, have no outstanding debts and county court judgements against them and a landlord reference to ensure rent has been paid they have left the property in good order.

[MORE INFO](#)

Right to Rent Checks

As per the Immigration Act, landlords letting property in the UK are required to carry out right-to-rent checks and if found to be in breach, could face fines up to £3,000. All tenants are requested to provide evidence of original right-to-rent documentation at time of viewing. We believe that this will assist in reducing any time wasted proceeding with an application where the tenant has not got a right to rent a property in the UK.

[MORE INFO](#)

ADMINISTRATION



Tenancy Agreement

A vital document to get right. If this is your first time letting a property or you prefer to get our assistance with the latest version of this agreement, then our tenancy drafting service would be advised. This service is included with our Gold and Platinum Package. Main points to consider is the tenancy term, the rental payment schedule and to ensure any additional clauses are reasonable and inserted in the appropriate section. For any assistance, please contact your Account Manager.

[MORE INFO](#)

Tenant Deposit

It is a legal requirement to register a tenant's deposit within 30 days of receiving it. There are Government Approved Schemes that hold a tenants deposit until the end of the tenancy. We offer this service within our Gold and Platinum Package and will support you both at the beginning and end of the process.

[MORE INFO](#)

Inventory & Check in

The Inventory and check in is as important as the Tenancy Agreement itself. In short, landlords need to justify the state of the property at the commencement of the tenancy so when it comes to the tenant checking out, the tenants leave the property in the same shape they found it in. We offer a third party professional service which comprehensively covers every aspect of an Inventory and Check-in which can be extremely helpful with deposit disputes. Make sure your tenant confirms receipt of seeing both the EPC and Gas Safety Certificate upon signing the Inventory.

[MORE INFO](#)

Tenant Communication

Make sure you keeping copies of all communication/documentation between you and your tenants. This will be particularly useful where there's a dispute over the deposit, so you should retain: Emails or letters between yourselves, details of rent payments, Invoices for any work carried out and any amendments to the terms of your tenancy agreement.



ADMINISTRATION CONT.



Rent Collection

Collecting rent from a tenant can be an uncomfortable communication to have when rent is neither being paid or is consistently late. There are protocols to take when communicating to tenants about late rent and documents used to relay this message can be used to support an eviction if required. Our Gold and Platinum Package offers a Rent Collection service and if we have referenced your tenants, we add Rent Guarantee and Legal Expense Insurance cover to our service to you. If your tenant doesn't pay the rent, we will and we cover any legal expenses.

COMPARE
PACKAGES



Property Inspections

It's advisable to carry out a property check every 3 - 6 months during a tenancy. It helps to keep your investment intact as you want to be sure that there are no water leaks, damage to plumbing or electrics that may have safety implications and long term property damage. Most contracts have this clause where 24 hours' notice to the tenant is required. If not have this included within the agreement.

MORE INFO

The above checklist is made available as a guide to support you in the process of letting your property. Additional information is made available in our [Landlord Advice Centre](#).

Please note: This list 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.

Please contact the Landlord team on [0333 577 8888](tel:0333 577 8888) should you need to talk to someone or email them on support@lettingaproperty.com for any further support.

