

Landlord / Letting Agency Checklist

These are important points to look for **BEFORE** you sign any contract or hand over money.
If they don't adhere to the red points, reconsider your options!

Your Landlord/Letting Agency Should...

- Be legitimate - Legally entitled to rent out the property!
 - Be registered with a professional body or accreditation scheme
 - Belong to a Tenancy Deposit Protection scheme
 - Provide a Tenancy Agreement in writing
 - Agree to provide an Inventory in writing (Inventory check-in is done on the first day of the tenancy)
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- Request tenant references from employers, previous landlords etc.
 - Request a credit check on tenants (usually as part of a reference)
 - Request a tenant guarantor (to guarantee payment of rent, if applicable)
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- Provide a valid Gas Safety Certificate
 - Provide a valid Energy Performance Certificate (EPC)
 - Supply fitted smoke alarms (ideally powered by the main electrics)
 - Have buildings insurance (tenants can request a copy)
 - Provide written agreement that the property will be presented clean and in good condition
 - Provide written agreement to attend to any repairs/replacements before you move in (if applicable)
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- Be easy to contact and respond to enquiries quickly - before and after viewings
 - Be friendly, helpful and answer your questions
 - Provide a 24/7 contact in case of emergencies during your tenancy
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- Know details about the utilities suppliers: gas, electricity, and water
- Know the property's council tax band and rate
- Explain rules about smoking, pets or other clauses
- Have prior experience of letting