



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 **bold** 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