

LANDLORDS PROPERTY CHECKLIST

This is a simple list to assist you with the management of your property. It should help you to comply with any regulations and information that you may rely on in future.

PROPERTY OVERVIEW	TICK
<p>Good Presentation It's really important to ensure that the property and that all relevant maintenance has been completed BEFORE viewing</p>	
<p>Is the outside of the property in good order? Slipping or falling due to poor maintenance can have serious consequences</p>	
<p>Does everything work in the property as it should? Tenants will expect everything in the property to work correctly and without fault</p>	
<p>Can you provide instruction manuals? The Internet is a great place to find any misplaced manuals</p>	
<p>Do the smoke, heat and monoxide alarms all work correctly? It's a legal requirement that the property has certain standard</p>	
<p>Furnished or Unfurnished? You must remember that there are Fire regulations with renting properties that are furnished. Check that the furnishing meet with regulations</p>	

READY FOR THE MARKET	TICK
<p>Agent or Not This really comes down to your confidence in the market. With Agent: They offer most landlords a "turn -key" approach to renting their property. Agents will market the property, conduct viewings, carry out reference checks, complete AST and so many landlords never meet the tenant. But this service costs you money and fees Without Agent: The biggest factor by doing this is the saving of money for the landlord. This is choice of landlords that have experience of marketing, reference checks, tenancy agreement and deposit schemes</p>	
<p>To Let Board? This is a choice that depends on criteria as some new built developments have a clause restriction stating no boards. Location – will the board be seen? Is there an additional cost?</p>	
<p>Do you have a mortgage on the Property? You may need to check BEFORE you rent the property that you have the lenders permission to rent the property. Most lenders require written notification and there is also a small fee</p>	

YOUR RESPONSIBILITIES	TICK
<p>Gas safety Certificate It is your legal requirement that the property has a current and up to date gas safety certificate that has been completed by a GAS SAFE engineer. You need a copy and a copy is to be left at the property.</p>	
<p>Deposit Protection If you are taking a deposit for the property then you need to ensure that you have, in place a Government backed scheme to lodge the money with. Check which scheme meet your needs best.</p>	
<p>EPC (Energy Performance Certificate) You are require by law to have an EPC and be available for viewing by the tenant. The EPC lasts 10 years and shows the performance</p>	

MANAGING THE TENANCY	TICK
<p>Have the tenant checks been completed? Be safe – be safe. Make sure all the checks have returned and you are happy. Don't be pushed into making a poor choice</p>	
<p>Carry out Full Property Inspection Before you agree to meet the tenant, carry out a full and complete property inspection to ensure it's in the best condition it can be.</p>	
<p>Photographs Photographs are a great way of keeping a records of the properties condition before any occupants take residence. A copy can also be passed to the tenant in the INFORMATION PACK.</p>	
<p>Inventory Carry out an inventory before the tenant signs the agreement</p>	
<p>Communication Keep a record of all communication including dates and times and also any documentation. This includes emails, rent payments, work reported and undertaken.</p>	
<p>Check Out Check-outs are usually completed only after the tenant has vacated the property and returned the keys. By completing the inspection after the tenants have left will enable you to complete the inspection at your speed and not under any interference from the tenant. If there are any problems with the property after you have completed the inspection, its good practise to meet the former tenant at the property to discuss them. Write any issues you have down on a piece of paper so you don't forget.</p>	
<p>INFORMATION PACK It's required that you supply the tenant with necessary documentation at the start of the tenancy. Its good practise to do a walk-round with the tenant and show them how everything works. This should contain – completed tenancy agreement, gas safety certificate, EPC, inventory, contact details and any other property related documentation.</p>	
<p>CHANGES IN TENANCY It's required that you inform the local council of any changes in the tenancy to ensure that the correct amount of liability is assessed. Informing your insurance company is also good management in case of an incident.</p>	
<p>METER READING Take meter reading at the start and pass a copy to the tenant and again at the end. This will reduce any liability should a query arise.</p>	

IMPORTANT: The above check list is for guide purposes only. We have tried to highlight the most relevant points to ensure that both you and your tenant have a good experience. It is always recommended that if you are unsure or unclear that you seek professional advice.