



Pre-Letting Checklist

1. Insurance - How long does your policy cover voids, some only 14 days. After 30 days likely to need FLEA cover (Fire, Lightning, Explosion Aircraft) Public Liability usually still included

Lease-holders, you will pay your Freeholder for the costs of the Insurance for which the building and ONLY the F/Holder will be covered for Public Liability! Any injury claim to anyone resulting from your property will be made against you. Leaseholders can take out Public Liability cover alone, but you'll find it as expensive as a policy covering the building as well. Shop around for Insurance, if you find anyone cheaper than Coversure.co.uk, please let us know.

2. Have a Data Handling Policy, [3rd parties can ask to see this] it can be brief and give Data Privacy Notice to Prospective Tenant and have proof - acknowledgement of such

Check 3rd parties you deal with (Estate Agents etc.) have a policy.

GDPR requires Landlords to:

- i). Have a Policy on Data Handling
- ii). Serve a Privacy Notice [sometimes called Fair Processing Notice] on data subjects (tenants) whom we collect personal data from. You can get simplified concise versions on www.PossessionFriend.uk/gdpr-landlords/

Information Commissioners Office [ICO] require Data Controllers to register with ICO, IF they process data electronically (check www.ICO.org.uk - Registration Self-assessment).

3. Right to Rent - [England] Check physical appearance of British or E.U Passport

Photocopy of I.D document. Good practice to do this for ALL tenants, ensures you have their correct identity and prevents claims of discrimination.

If Non-EU - consult 'Home Office Right to Rent Document Checks: A User Guide December 2016'.

4. Tenant Reference check, see Guidance on referencing

History of last two lettings, timings, bank statements. Next of Kin details, Guarantors, if in doubt - Rent Guarantee Insurance?

5. Guarantors - Don't only consider them for younger tenants

A tenant in their 40s are likely to have home-owning parents and won't want to jeopardise their home against his/her rental defaults. Therefore might be reluctant to offer them as Guarantors, or the parents (knowing their off-spring) might not want to stand as guarantor for them, enough said! If you can get a guarantor (i.e. someone liable who owns assets, you'll make debt recovery easier for High Court Enforcement Officers and yourself after the tenancy ends).

6. Tenancy Agreement additional clauses to consider

Agreement to accept notices via Email (included in NLAs).

Does deposit section include that rent shortfalls are deductible from the deposit? Deposit schemes will require this to allow outstanding rent to be claimed against Deposit. Be mindful about adding too many 'bespoke' clauses as not to fall foul of the [Unfair Contract Terms, CMA37](#) and [Consumer Protection Law for Letting Professionals, CMA31](#).

7. Legionnaires Risk Assessment

Simple, when you know how - it's just not many people do. The many who don't will tell you it's not necessary or required. To dispel this, see [House of Commons Briefing Paper Number 07307](#). Page 10. See also www.LandlordsMasterclass.com where you can download an 'Information for Tenants' leaflet. HSE state landlords must provide this as part of their responsibilities.

PRIOR to Tenancy period commencing...

8. Inventory

This will be crucial for a successful deposit claim. If you do your own (and its good, very good) and you have the tenancy agreement with its content, bear in mind the time this will take against an independent professional inventory. That said, if your rents and deposits are at the lower end of the rental affordability where two professional inventories may account for half the value of a Deposit, a practised DIY version might be proportionate. At least have or see a professional inventory to know the standard expected.

9. Serve copy of Energy Performance Certificate, [EPC] Grade 'E' or above (unless exemption)

A copy of an EPC can be found / retrieved from <http://www.epcregister.com>

Not required for single Room only lets, HMOs but advisable to have one covering the whole property.

10. GAS Certificate

Serve copy of current Gas certificate and retain this and proof for life of the tenancy [and several years after] (e.g. get tenant's signature + date on reverse of your original copy).

11. How to Rent [H2R] government leaflet 'Guidance How to Rent: the checklist for renting in England.'

Do not save this on your computer, as its updated without notice - warning. Download from internet the HTML version. This, EPC and Gas certificate CAN be emailed to tenant, providing you have a response confirming receipt, otherwise seek alternative confirmation / proof. **Do not** email just the link to the document.

When Tenancy is about to end its fixed term and become periodic (or if a new tenancy is being issued), check if an updated version of the H2R has been published, if so - serve this on your tenant.

12. DEPOSIT - Protect

Protect in a government approved scheme **within 30 days of Receipt** (not 30 days of tenancy commencing), either Custodial or Insurance based. Be wary of accepting paper bonds (letters of promise) from local Authorities in place of cash. L.A's have access to discretionary Housing payments and can afford to pay the deposit for a benefit tenant (who they'll be keen for the PRS landlord to accommodate as they'll be paying more than private sector rent in Emergency accommodation rates).

13. Deposit - Prescribed Information [P.I.]

Serve a copy on tenant and anyone else who you've been made aware has provided the funds for the deposit (i.e. Parents or Local Authority paying on Benefit claimants behalf). Acquaint yourself with your Deposit schemes Terms and Conditions.

For example, DPS have a Downloadable link to P.I. that on second page, Landlord must complete tenants contact details. My Deposits P.I. consists of the Deposit protection certificate, attached pages entitled P.I. AND a leaflet called 'Information for Tenants'.

14. Local Authority [L.A.] Licensing

Does your L.A have a Licensing scheme for private sector dwellings (check their website). If so, you must have at least applied for a license.

15. Safety

Last but not least. Is the rental property furnished? If so, do the required items contain fire safety labels?

Are any appliances provided? If so, provide copies of the manufacturer's instruction leaflets [even if it's just a kettle!].

List these items stating furniture containing fire labels and electronic copies of instruction manuals provided, on the inventory. If there's a fire, your Insurance company could ask these questions.

KEEP PROOF OF ALL THE ABOVE



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