

Property Address: _____

Number of Rooms: _____

Category 1: Licensing and Administration

- Mandatory HMO Licence:** Obtained if the property has 5 or more occupants from 2 or more households sharing facilities. **Licence duration: up to 5 years.**
- Additional/Selective Licence:** Check if the specific area requires an Additional Licence for smaller HMOs, or a Selective Licence. **Licence duration: up to 5 years.**
- Manager's Contact Notice:** A notice containing the manager's name, address, and telephone number is displayed in a prominent position (ideally laminated on a common area notice board).
- Private Rented Sector Database:** (Upcoming requirement) Ensure the property and landlord are registered under the Renters' Rights Act.
- Data:** Are you registered with the ICO if you keep tenant information? **Renewal every 12 months.**

Category 2: Health and Safety Documentation

- Annual Gas Safety Certificate:** Has a registered engineer completed a check on every appliance and flue within the last 12 months?
- Electrical Installation Condition Report (EICR):** Is a valid report in place, with the system checked at least every 5 years?
- Portable Appliance Testing (PAT):** Have all landlord-supplied electrical appliances (kettles, cookers, etc.) been tested and deemed safe for use?
- Fire Risk Assessment:** Has a comprehensive assessment been carried out and documented for the property?
- Energy Performance Certificate (EPC):** Is a valid EPC available (noting the requirement to reach Band C by 2030)? **Certificates are valid for 10 years from the date of issue.**
- Legionnaire's Assessment:** Has an assessment been conducted and documented?
- Other Certificates:** As required by the local council, such as Emergency Lighting or Asbestos surveys.

Category 3: Fire Safety Measures

- Smoke Alarms:** Are they installed on every storey of the property?
- Carbon Monoxide Alarms:** Are they installed in any room with a solid fuel-burning appliance?
- Fire Exits and Escape Routes:** Are they kept entirely clear of obstructions (like bikes or bin bags) and maintained in good repair?
- Do fire doors all close fully and latch properly?
- Are they free from wedges, damage, or obstructions?
- Is the closer attached properly, free of damage, and closes the door fully from any position?
- Does all provided furniture have a fire safety label attached?
- Are fire blankets provided and securely attached to the wall?
- Fire Alarm Testing:** Is the system tested regularly (weekly testing is recommended for professional management) and servicing is up-to-date?

Category 4: Tenant Checks and Documentation

- Right to Rent Checks:** Have you verified that every adult tenant has the legal right to live in the UK before the tenancy began, even if not named on the tenancy agreement?
- Document Retention:** Have copies of Right to Rent documents been dated and stored securely for at least 12 months after the tenancy ends?
- Follow-up Checks:** Have you scheduled checks for any tenants with time-limited visas?
- "How to Rent" Guide:** Has the latest version of the government's guide been provided to all tenants at the start of the tenancy?
- Tenancy Agreement:** Is there a written agreement in place for all occupiers?
- Tenant Deposit:** Is your tenant's deposit protected in a scheme?
- Has your tenant received the Prescribed Information within 30 days?
- Do tenants receive clear house rules and expectations?
- Do tenants know how to report issues?

Category 5: Facilities and Maintenance

- Water Supply and Drainage:** Are all pipes, tanks, cisterns, and toilets maintained in a good, clean, and working condition?
- Common Parts Maintenance:** Are shared areas (hallways, kitchens, bathrooms) clean, in good decorative repair, and well-lit?
- Is your **boiler servicing** up-to-date?
- Are **extractor fans** working properly in kitchens and bathrooms?
- External Areas:** Are gardens, boundary walls, and fences safe and maintained?
- Waste Disposal:** Have sufficient bins been provided based on the number of occupants, with appropriate storage and a plan for collection?
- Do all blinds (if provided) have a cord safety device installed?
- Are handrails and banisters stable and in good working order?

Category 6: Profit and Performance

- Are your rents aligned with current market demand?
- Are you consistently full? If not, is it marketing, presentation, or tenant fit?
- Are your operating expenses, such as utilities and insurance, optimised?
- Have you checked local regulations and tax allowances to reduce deductions?

Comments and any action required:

NEXT STEP: FREE HMO HEALTH REVIEW

If you'd like a second pair of eyes, we offer a **free, no-pressure HMO Health Review** for landlords. You'll get:

A personalised breakdown of your property's strengths • A list of improvements that increase rent and reduce risk • Clear recommendations based on real-world experience • Zero obligation — just clarity.

If this sounds of interest to you, get in touch at www.meredithandcastle.com.