

COMPLIANCE CHECKLIST

ADDRESS

1

COMPLIANCE



Gas Safety certificate within last 12 months

EICR within last 5 years

Smoke alarm installed as required*, tested yearly

Carbon monoxide alarm installed as required*, tested yearly

Appliances safe to use / PAT test

EPC with a minimum rating of E

Selective Licence, if applicable

ICO registration / Data Protection Notice

Fire risk assessment, recorded in Fire Log (or similar)

Legionella Risk Assessment

2

PRE-TENANCY

Tenant vetting and referencing

Right to Rent checks for all tenants, and retain record

Signed tenancy agreement

Registered deposit in a scheme within 30 days

Test alarms on day one and record in Inventory Report

Insurance in place (if desired / applicable)

Latest How to Rent Guide

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DOCUMENTS

Prescribed Information within 30 days

Privacy Notice (GDPR information)

Instructions / Property Manual given

Tenant is given EICR, Gas Safety Certificate and EPC

Inventory Report

RELEVANT DATES



GAS SAFETY DUE DATE

SET A REMINDER 2 MONTHS BEFORE IT IS DUE TO EXPIRE. IT CAN BE RENEWED UP TO 2 MONTHS EARLY, BUT STILL KEEP THE ORIGINAL EXPIRY DATE.



EICR DUE DATE

SET A REMINDER A MONTH BEFORE IT IS DUE TO EXPIRE.



EPC DUE DATE

ENERGY PERFORMANCE CERTIFICATES ARE VALID FOR 10 YEARS. YOU DO NOT NEED TO RENEW AN EPC IF IT EXPIRES DURING AN ONGOING TENANCY WITH THE SAME TENANTS, AND A NEW ONE IS ONLY REQUIRED WHEN THE PROPERTY IS MARKETED TO NEW TENANTS, SOLD, OR IF SIGNIFICANT ENERGY-SAVING MODIFICATIONS ARE MADE TO THE PROPERTY.



PAT TESTING DUE DATE

NOT STRICTLY REQUIRED IN LAW, UNLESS MANDATED WITH LICENCE CONDITIONS, BUT OTHERWISE RECOMMENDED.



BOILER SERVICE DUE DATE

NOT STRICTLY REQUIRED IN LAW BUT IS OFTEN REQUIRED FOR VALID WARRANTIES OR INSURANCE.

NOTE*

SMOKE ALARMS MUST BE FITTED ON EVERY FLOOR WHERE THERE IS LIVING ACCOMMODATION, AND CARBON MONOXIDE ALARMS MUST BE IN ANY ROOM WHERE A FUEL-BURNING APPLIANCE IS PRESENT.