

LANDLORD CHECKLIST FOR RENTING OUT PROPERTY

This checklist covers what private landlords need to do when renting out their properties and it is aimed at helping them to self-manage their properties.

Compliance Checklist/Item	✓
<p>Right to Rent Check</p> <ul style="list-style-type: none"> Private Landlords and Letting Agents in England have a legal obligation to check that their tenants have legal status to live in the UK. Copies of the documents obtained as part of Right to Rent Check must be kept until the end of tenancy. More information can be found on the link below. https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide 	
<p>Gas Safety Check Certificate</p> <ul style="list-style-type: none"> Landlords are responsible for ensuring that annual gas safety check is carried out within 12 months of the installation of a new gas appliance and annually thereafter by a Gas Safe Registered engineer. By law, a copy of Gas Safety Check Certificate must be provided to your current tenants within 28 days of the gas safety check, and for new tenants at the start of their tenancy. 	
<p>Electrical Installation Condition Report (EICR)</p> <ul style="list-style-type: none"> Since April 2021, it is a legal requirement for landlords to have a valid electrical safety certificate in place for each rental property they rent out. The electrical safety certificate must be renewed every five years. Landlords are also required to provide a copy of the electrical safety report to their tenants, and to their local authority if requested. 	
<p>Energy Performance Certificate (EPC)</p> <ul style="list-style-type: none"> As per The Minimum Energy Efficiency Standards (MEES) Regulations, all privately rented homes in England must have an EPC rating between A and E. It is illegal to let properties that have EPC rating below E, unless there is a valid exemption in place. Landlords must provide a copy of valid EPC to their tenants. The EPC must be dated within the last 10 years to be valid. You can check EPC rating of property online: https://www.gov.uk/find-energy-certificate 	
<p>Smoke Alarms and Carbon Monoxide Alarms</p> <ul style="list-style-type: none"> It is a legal requirement for landlords to have at least one smoke alarm installed on every storey of their properties and a carbon monoxide alarm in any room containing a fixed combustion appliance such as gas boiler, coal fire, wood burning etc. 	
<p>How to Rent Guide</p> <ul style="list-style-type: none"> It is mandatory for landlords and letting agents in England to provide their tenants with an up-to-date version of the government's 'How to Rent Guide' at the beginning of a tenancy. For further details and to download a copy of the guide, please visit the link below. https://www.gov.uk/government/publications/how-to-rent 	
<p>Licence Requirement (Only if your property is a HMO (House in Multiple Occupation) or in the area that is under Selective Licensing Scheme)</p> <ul style="list-style-type: none"> Not all HMOs require licence. The Housing Act 2004 introduced mandatory licensing for larger HMOs. The Act also gives Local Authorities the power to introduce 'Additional Licensing Scheme' to cover smaller HMOs in their own areas. Doncaster Council has introduced 'Additional Licensing Scheme' for smaller HMOs in parts of Doncaster Town Centre, Hyde Park, Balby North, Wheatley & Intake. 	

<p>Doncaster Council also operate Selective Licensing Scheme in designated area of Doncaster. If you require more information regarding HMO & Selective Licensing, please visit Council’s website or contact us on 01302737573; Email: housing_standards@doncaster.gov.uk</p>	
<p>Written Tenancy Agreement</p> <ul style="list-style-type: none"> Though not a legal requirement, it is of utmost importance to have a written tenancy agreement in place. The most common form of tenancy used in private rented sector is ‘The Assured Shorthold Tenancy (AST). The government has published a model Assured Shorthold Tenancy Agreement, accessible through our downloadable resources. Additionally, a customized AST template is available on our website for download or can be obtained by requesting a copy via email at Landlordhelpandadvice@doncaster.gov.uk 	
<p>Protecting Tenants’ Deposit</p> <ul style="list-style-type: none"> Landlords must protect the deposit received from their tenants within 30 days of receiving it in one of the three government backed schemes (Deposit Protection Service, MyDeposits & Tenancy Deposit Scheme). A copy of deposit protection certificate must be provided to the tenants as a proof. Also, note that landlords can only take a maximum deposit of no more than five weeks' rent. 	
<p>Landlord Insurance</p> <ul style="list-style-type: none"> Though not a legal requirement but it is important to have landlord insurance in place to protect your property and financial investment. 	
<p>Consent to Let (permission from mortgage lender)</p> <ul style="list-style-type: none"> If you hold a mortgage on the property that you are intending to rent out and if it is not a buy-to-let mortgage, you will need your mortgage lender’s consent to rent out your property. 	
<p>Compile a Property Inventory</p> <ul style="list-style-type: none"> Compile a detailed inventory report to record the condition of the property and its contents, including all fixtures and fittings. A template Property Inventory Template can be downloaded from the list of documents provided under ‘Download and Resources’. 	
<p>Check for Overcrowding</p> <ul style="list-style-type: none"> Ensure that the new tenancy will not result in overcrowding i.e. the number of persons sleeping in the dwelling will not contravene the room or space standards set out in law: see the Housing Act 1985. 	
<p>Provide Contact Details</p> <ul style="list-style-type: none"> Ensure that the correct contact details, including a phone number, have been provided to your tenant(s) to enable them to reach you. 	
<p>Property Standards & HHSRS Hazards (Housing Health & Safety Rating System)</p> <ul style="list-style-type: none"> For property standards and HHSRS guidance, please visit the link below and download our guidance: https://www.doncaster.gov.uk/services/housing/housing-standards-for-private-rented-accommodation 	