

# NEW TENANCY CHECKLIST

## Property Requirements

### Is your property legionnaires disease free?

Health and Safety legislation requires that you must assess and take steps to prevent any exposure to Legionella bacteria. Most landlords should be able to assess the risk themselves and do not need to be professionally trained or accredited. If you don't want to do it yourself, you can arrange for a professional to do it on your behalf.

### Do you have a valid Energy Performance Certificate for this property?

Every rental property requires a valid EPC, rated 'E' or higher. They are valid for 10 years, after which the property will need to be reassessed. If you make energy efficiency improvements to your property, you can apply for a new EPC to achieve a better grade.

### Do you have a valid Gas Safety Certificate for this property?

If you let a property with gas appliances, you are responsible for the maintenance and condition of the appliance, gas pipework and any chimney/flues. You must have a qualified gas safety engineer complete an annual gas safety check, and you must keep a record of this check. You don't need a new certificate per tenant, but you must provide a copy of a valid certificate at the beginning of each new tenancy.



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**If provided, is the furniture fire resistant?**

All furniture you provide must meet current fire resistance requirements, outlined in the furniture and furnishings (Fire Safety) regulations 1988.

**Have you supplied working smoke and Carbon Monoxide alarms?**

You are required to install working smoke alarms on every floor of your rental property. There must also be a working carbon monoxide alarm in every room where solid fuel appliances (e.g. a fireplace) are present. It's also good practice to have an alarm in rooms with a gas appliance (e.g. a gas boiler). Each alarm in the property must be tested on the day a new tenancy begins, to ensure they are all working.

**Are all electrical appliances and plug sockets safe and compliant?**

You must ensure any electrical equipment and systems in your rental property are safe and are kept in a safe condition during the tenancy. Any plug, socket or adapter must comply with the appropriate current safety standards. There is no requirement for an annual check.

## Tenant Requirements

**Is the tenant permitted to rent in this country?**

'Right to rent' legislation states that landlords are required to ensure their tenants are allowed to stay in the UK, and are therefore permitted to rent their property.

**Have you provided the tenant with the 'How to Rent' guide?**

You need to provide your tenants with an up-to-date document entitled "How to rent: the checklist for renting in England", as published by the Department for Communities and Local Government, at the beginning of tenancies.



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- Have you protected the tenant's deposit and provided the prescribed information?**

Any deposit you receive must be registered with a Government approved Tenancy Deposit Protection (TDP) scheme. Once you have registered the deposit, you must provide information about the deposit and where it has been secured to your tenants within 30 days (this is known as the 'prescribed information').

## Landlord Requirements

- Have you registered with the Information Commissioner's Office (ICO)?**

Under the Data Protection Act individuals and organisations that process personal information need to register with the ICO. If you store, use or delete personal information about your tenants (e.g. name, email, telephone number), you should be registered with the ICO.

- Do you need an HMO or Selective Licence?**

Depending on your property(s type and location, you may need a HMO or Selective licence from your local authority. Contact your local council for confirmation.



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