

Private Landlords Letting Property – Getting Started

Register with landlord registration Before You Start	
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Your Finances

Notify Mortgage Lender/Financial Advisor	
Notify Insurance Company	
Review Tax Implications	
Consider dedicated bank account for rental received	

The Rental Property

Inspect property for repairing standard -note any repairs to be carried out	
Provide the required detection for smoke, fire & heat	
Provide the required detection for carbon monoxide detection	
Arrange for landlords Gas Safety Check	
Arrange for Landlords Electrical Inspection Condition Report (EICR) or check if current one is valid and PAT test report if providing portable appliances.	
Check Energy Performance Certificate is valid (EPC)	
Carry out Legionnaires risk assessment	
Compile detailed Inventory/condition of property including photographs	

Finding a Tenant

If using a Letting agent – request Letting Agent Registration Number (LARN)	
Advertise for tenant – Registration number and EPC to be in advert	
Arrange viewings with consent of any existing occupiers	

Your Prospective Tenant(s)

Give GDPR processing notice to tenants	
Follow up references	
Discuss tenancy start date and rent and deposit required	

Tenancy Proceeding

Provide Private Residential Tenancy (PRT) for signature(s)	
Arrange payment of deposit and rent	
Tenant to receive EICR/PAT Test, Gas Safety Certs	
EPC to be displayed in property	
Keys signed over to tenant(s)	
Give check in report/inventory to tenant for feedback/ signing	
Record/photograph meter readings	
Tour property with tenant(s) and highlight stop cocks, appliance manuals etc.	
Remind tenant of contact details for repairs	

Landlords Tasks

Arrange for any repairs to be carried out to ensure the property meets the repairing standard	
Choose a government approved scheme and lodge deposit within 30 days of tenancy start date	
Provide tenant with the prescribed information for deposit scheme	
Notify local authority council tax of change of occupancy date	
Provide final meter readings to energy companies	
Arrange a settling in visit with tenant(s) to suit or with Agent	

Private Landlords – End of Tenancy

Tenant Ends Tenancy 28 day's notice	
Landlord Ends Tenancy Issues prescribed NTL as per current legislation	
Agree moving out date and arrange check out with tenant	
Keys Returned – change locks if not complete	
Check with tenant if made any forwarding arrangements for postal mail	
Take final meter readings	
Notify local authority council tax of change of status of property	
Notify Deposit Scheme of any costs to be deducted	
If no longer letting notify local authority Landlord Registration	