



# Self-Management Ticklist for UK Landlords

## Legal Obligations

### Before Renting

#### 1. Right to Rent Checks

- Verify tenants have the legal right to live in the UK.

#### 2. Tenancy Agreement

- Draft a clear, comprehensive tenancy agreement outlining the terms.

#### 3. Deposit Protection

- Register the tenant's deposit with a government-approved scheme (e.g., DPS, TDS).

#### 4. Gas Safety Certificate

- Obtain an annual gas safety certificate for all gas appliances.

#### 5. Electrical Safety Certificate

- Ensure electrical installations are safe and obtain an Electrical Installation Condition Report (EICR).

#### 6. Energy Performance Certificate (EPC)

- Provide an EPC rating of at least E before letting the property.

#### 7. Smoke Alarms

- Install smoke alarms on every floor of the property.

#### 8. Carbon Monoxide Alarms

- Install carbon monoxide detectors in any room with a solid fuel burning appliance.

### During the Tenancy

#### 9. Maintain Property Standards

- Ensure the property is safe and habitable.

#### 10. Handle Repairs Promptly

- Address maintenance and repair issues in a timely manner.

#### 11. Conduct Safety Inspections

- Carry out regular inspections and ensure compliance with safety regulations.

#### 12. Tenant's Right to Quiet Enjoyment

- Respect tenants' right to privacy and provide notice before visiting.

#### 13. Keep Records

- Maintain accurate records of tenancy agreements, correspondence, and property maintenance.

#### 14. Provide Receipts

- Offer written receipts for rent payments to tenants.

## Tenant Obligations



#### 15. **Tenant's Responsibilities**

- Ensure tenants understand their obligations (e.g., paying rent on time, maintaining cleanliness).

#### 16. **Notice Periods**

- Familiarise yourself with the notice periods required for ending a tenancy.

### **End of Tenancy**

#### 17. **Inventory Check**

- Conduct a check-in and check-out inventory to assess the condition of the property.

#### 18. **Return of Deposits**

- Return the deposit promptly or provide a written explanation for any deductions.

### **Helpful Tips**

#### 19. **Use a Property Management Software**

- Consider software for managing tenant communications, payments, and documentation.

#### 20. **Stay Updated on Regulations**

- Regularly review changes in rental laws and regulations to remain compliant.

#### 21. **Understand Fair Housing Laws**

- Familiarise yourself with laws regarding discrimination and tenant rights.

#### 22. **Establish Clear Communication**

- Maintain open lines of communication with tenants to foster a positive relationship.

#### 23. **Emergency Contacts**

- Provide tenants with emergency contact information for urgent repairs.

#### 24. **Consider Insurance**

- Obtain appropriate landlord insurance to cover potential risks.

#### 25. **Local Council Regulations**

- Check for any local regulations or licensing requirements specific to your area.

#### 26. **Regular Maintenance**

- Schedule regular maintenance checks to prevent larger issues.

#### 27. **Be Proactive with Renewals**

- Keep track of lease expirations and start discussions about renewals early.

#### 28. **Document Everything**

- Keep detailed records of all communications, agreements, and transactions.

#### 29. **Understand Eviction Procedures**

- Be aware of legal procedures and grounds for eviction, should it be necessary.

#### 30. **Join a Landlord Association**

- Consider joining a local or national landlord association for resources and support.