

Tenancy check list

For new tenancies that start on or after October 1st 2015, landlords are required to provide a number of additional documents or they will lose their rights to serve a Section 21 notice.

In addition to this landlords face fines of up to £5000 if they do not check that the required smoke and carbon monoxide alarms are working at the start of the tenancy.

Landlords now need to provide the following at the outset of a tenancy to comply:

- [Gas Safety Certificate](#)
- [Energy Performance Certificate](#)
- [Provide a copy of an Electrical Installation Condition Report \(EICR\)](#)
- [How to rent: The checklist for renting in England](#)
- [Smoke alarms have been fitted on every floor. They have been checked and are in working order at the outset of the tenancy.](#)
- [Confirmation that carbon monoxide alarms are fitted in every room with a solid fuel burning source. They have been checked and are in working order at the outset of the tenancy.](#)
- [Confirmation that the deposit has been protected and the tenancy deposit legislation is complied with](#)
- [Confirmation that the prescribed information for the deposit scheme has been provided](#)

It is also advisable to complete a thorough written and photograph inventory so the condition of the property is recorded at the start of the tenancy in case of any disputes, ensure the [electrics](#) in the property are safe and follow the [Legionella check guidance](#)

In addition, landlords need to check the right to rent status of any occupiers moving into a property from February 1st 2016. This must be done before the tenancy is signed and records should be kept for all the documents checked. For further details, please see the following [right to rent guidance](#).

You must also ensure you are [General Data Protection Regulation \(GDPR\)](#) compliant.

To assist landlords in remaining compliant with the law and to make it easier to show proof of this compliance, the following page includes a check list to complete at commencement of all new tenancies to be signed by all parties and a copy retained each.

For more information for private landlords go to – www.nuneatonandbedworth.gov.uk (search 'Private Landlords')

Disclaimer

This information is provided for guidance only and it should not be regarded as an authoritative statement of the law. You may wish to take independent legal advice. The Council will not be liable to you if you rely on this information

Tenancy check list document (Legal requirements)

I/We,

The Landlord/s Landlord's agent

of

confirm that as of the following has been provided to the Tenant(s) at or prior to the outset of the tenancy:

- A completed tenancy agreement
- Gas Safety Certificate
- Electrical Installation Condition Report (EICR)
- Energy Performance Certificate
- [How to rent: The checklist for renting in England](#)

Version

- Smoke alarms have been fitted on every floor. They have been checked and are in working order at the outset of the tenancy.
- Confirmation that carbon monoxide alarms are fitted in every room with a solid fuel burning source. They have been checked and are in working order at the outset of the tenancy.
- Confirmation that right to rent checks were performed for all occupiers before signing the tenancy
- Confirmation that the deposit has been protected if already paid
- Confirmation that the prescribed information for the deposit scheme has been provided

Landlord/s Signature/s

I/we the undersigned, confirm the above information to be true.

Tenant/s Name/s

Tenant/s Signature/s

Date