

Landlord Compliance Checklist

FREE GUIDE FOR LANDLORDS



lewis william
residential lettings

We let **you** relax



Before the commencement date, confirm the following:

Tenancy paperwork & legal foundations

- A signed written assured shorthold tenancy agreement is held on file
- The deposit was protected within a Government-approved scheme within 30 days
- Deposit prescribed information was correctly served within the required timeframe
- No prohibited payments have been taken under current tenant fee legislation
- A compliant privacy notice has been issued to the tenant
- Right-to-Rent checks have been completed and recorded for all adult occupiers
- Do you have suitable rent guarantee/legal costs insurance?

Property condition, safety & maintenance

- The property has been recently inspected and presents no Category 1 HHSRS hazards
- A valid Gas Safety Certificate is in place where gas is supplied
- A current Electrical Installation Condition Report (EICR) or installation certificate is held
- A valid EPC (rated E or above, or exempt) is in place where required
- Smoke alarms are installed on each storey and operational
- Carbon monoxide alarms are fitted where required and functioning
- The property is maintained in good repair with contractors available for timely response
- A legionella risk assessment has been completed within the past two years
- A fire risk assessment has been carried out where applicable

Your compliance score

90–100% → Likely compliant

70–90% → Needs review

Under 70% → Action recommended

Book your free
Landlord Health Check

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Letting agent compliance

If you rent/manage your properties through a letting agent, you could be held responsible for poor practices on their part under the Renter's Rights Act. It's essential to conduct your own due diligence to ensure they are adapting their processes in line with the new laws.

We anticipate most agents will be working hard to make sure they're compliant, but for your own peace of mind, you might want to ask things like:

- How are you updating advertising to make sure there's no bidding wars or unconscious bias?
- How are you recording any communication with my tenants?
- What's your procedure for collecting rent and/or entering a tenancy agreement?
- Are there any updates to your terms and conditions that I should be aware of?
- Is your agent registered with Information Commissioners Office (ICO)?

Our role is to ensure your property stays compliant, protected and running smoothly.

Why many landlords are moving to professional management

As legislation becomes more complex, many landlords are choosing professional management to reduce risk and free up time.

A lettings consultant can help you:

- Stay up to date with legal and compliance changes
- Keep accurate documentation and audit trails in place
- Handle repairs and tenant queries promptly
- Reduce the risk of disputes or delays
- Protect long-term property value and rental income

For added peace of mind, we also offer a rent guarantee policy covering unpaid rent, legal costs and up to 75% of rent during a void period if a property needs to be re-let following a claim.

If you're looking to reduce workload or sense-check your current setup, speak to our team for a no-obligation portfolio review and compliance check.

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