

# Private Tenants' Checklist

There are a number of things that you or your landlord need to do before your tenancy begins.

Tick	List
<input type="radio"/>	<p><b><u>Right to Rent</u></b></p> <p>Has your landlord asked you to supply evidence that you are legally allowed to live in the UK? This applies to anyone aged over 18 who will be living in your home.</p>
<input type="radio"/>	<p><b><u>How to Rent Guide</u></b></p> <p>Has your landlord given you a copy of the latest version of the Government's <b>How to Rent guide</b> at the start of your tenancy? This also applies if and when you renew your tenancy.</p>
<input type="radio"/>	<p><b><u>Gas Safety certificate</u></b></p> <p>Have you been given a copy of the Gas Safety Check (also known as a CP12) that is dated within the past 12 months?</p>
<input type="radio"/>	<p><b><u>Electrical Safety</u></b></p> <p>Have you been given a current Electrical Safety report? This applies to new tenancies from 1 July 2020 and all tenancies from 1 April 2021. This report needs to be supplied to new tenants before they move in, to existing tenants within 28 days of receiving it, and to any prospective tenant within 28 days of their request to view the report.</p>
<input type="radio"/>	<p><b><u>Energy Performance Certificate</u></b></p> <p>Have you seen an <b>Energy Performance Certificate?</b> EPCs are valid for 10 years and the property must achieve a minimum rating of E (unless an exemption has been granted).</p>
<input type="radio"/>	<p><b><u>Portable Appliance Testing (PAT)</u></b></p> <p>Any electrical appliance supplied as part of your tenancy needs to be maintained in a safe condition. Portable appliance testing (PAT testing) is best practice to ensure this however it is not a legal requirement. Appliances should be tested every 12 months.</p>
<input type="radio"/>	<p><b><u>Carbon Monoxide and smoke alarms</u></b></p> <p>On each storey where there is a room used as living accommodation a smoke alarm should be fitted</p> <p>A carbon monoxide alarm should be equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).</p> <p>Your landlord should ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.</p>
<input type="radio"/>	<p><b><u>Is furniture fire resistant?</u></b></p> <p>All furniture provided must be fire resistant. Furniture must meet the fire resistance requirements in the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (Amended 1989, 1993 &amp; 2010). This can include items such as beds, headboards, mattresses, sofas, garden furniture and cushions.</p>

Tick	List
○	<p><b><u>Holding Deposit</u></b></p> <p>If requested to pay a holding deposit (1 week cap calculated as monthly rent x 12 divided by 52) have you received the accompanying notice explaining about the money and what can happen to it after referencing, be it kept or returned?</p>
○	<p><b><u>Tenancy Deposit</u></b></p> <p>Has your deposit been secured into one of the three government approved schemes - The DPS, The Dispute Service or MyDeposits?</p>
○	<p><b><u>Prescribed Information</u></b></p> <p>Have you had the Deposit Scheme Information leaflet? Have you received the tenancy deposit protection certification and required information? This must be passed to you within 30 days of you giving the money to the landlord or agent. The printed Prescribed Information Sheet should be signed and returned to the agent/landlord</p>
○	<p><b><u>Tenancy Agreement</u></b></p> <p>Do you have a written copy of the tenancy agreement? Is it up to date? Legally, you don't need to be given a written tenancy agreement, but it is always advisable that you do to protect yourself.</p>
○	<p><b><u>Inventory</u></b></p> <p>Will you receive a comprehensive inventory detailing what items are in the property at the beginning of the tenancy and the condition they are in, with photographic evidence? This is always advised at the start of the tenancy.</p>
○	<p><b><u>Does the property need a HMO licence?</u></b></p> <p>All HMOs with 5 or more occupiers living in 2 or more households sharing an amenity such as a kitchen, bathroom or toilet, regardless of the number of storeys require a mandatory HMO licence. Check the register <a href="#">here</a>.</p>
○	<p><b><u>Fit for human habitation</u></b></p> <p>At the start and for the duration of the tenancy the property needs to be fit for habitation. This means that the 29 hazards need to be assessed and any remedial action to address any risks are implemented to ensure the safety of the tenant and their visitors.</p>
○	<p><b><u>Insurance</u></b></p> <p>Ensure you have adequate contents insurance.</p>
○	<p><b><u>Council Tax</u></b></p> <p>Notify the council tax department when you move into the property and become responsible for the Council Tax.</p>
○	<p><b><u>Meter readings</u></b></p> <p>Take meter readings and transfer utilities you are responsible for into your name.</p>
○	<p><b><u>GDPR</u></b></p> <p>Did your landlord should supply you with a personal data privacy notice, before asking you for any data? This is to comply with the General Data Protection Regulations (GDPR), as they will be handling your personal data and are responsible for keeping it safe.</p>

This checklist is for information only and does not constitute legal or professional advice. Always seek legal or professional advice before entering into a tenancy agreement.