

The Letting Experts Guide To

Compliance Audit **Checklist** for Landlords

The **Future** of Lettings

Compliance **Audit Checklist** for Landlords

Keeping up with compliance requirements is essential for landlords to protect their investment, ensure tenant safety, and avoid legal penalties. This checklist will guide you through the key property documentation and inspections you need to stay fully compliant with the latest regulations.

✓ **Energy Performance Certificate (EPC)**

- Ensure your property has a valid EPC with a rating of E or above (subject to changes in future regulations).
- If improvements are needed, consider energy efficiency upgrades like insulation, double glazing, or modern heating systems.
- EPCs are valid for 10 years—check the expiry date and renew if necessary.

Action: Review your EPC and plan improvements if required.

✓ **Gas Safety Certificate**

- A Gas Safety Certificate (CP12) must be obtained annually from a registered Gas Safe engineer.
- Covers gas appliances, flues, and pipework to ensure they are safe for tenants.
- Provide tenants with a copy of the certificate before move-in and within 28 days of the annual check.

Action: Schedule annual gas safety checks and keep records up to date.

✓ **Electrical Safety Standards (EICR)**

- Electrical Installation Condition Report (EICR) is required every 5 years.
- Must be conducted by a qualified electrician.
- If remedial work is needed, ensure it's completed within the given timeframe.
- Provide tenants with a copy of the report within 28 days.

Action: Check your EICR expiry date and book an inspection if needed.

✓ **Smoke and Carbon Monoxide Alarms**

- Smoke alarms must be installed on each floor.
- Carbon monoxide alarms are required in rooms with solid fuel-burning appliances (e.g., log burners, open fires).
- Test alarms at the start of a tenancy and regularly throughout the tenancy.
- New regulations may extend requirements—stay updated on changes.

Action: Test and replace alarms if necessary. Keep records of maintenance

✓ **Tenancy Deposit Protection (TDP)**

- Deposits must be registered with a government-approved scheme (DPS, MyDeposits, or TDS) within 30 days.
- Provide tenants with the Prescribed Information within the same period.
- Ensure records are updated and accessible for future disputes.

Action: Review deposit compliance and ensure tenants receive correct documentation.

✓ **Right to Rent Checks**

- Verify tenants' legal right to rent in the UK before move-in.
- Conduct follow-up checks if required for time-limited visas.
- Maintain copies of identity documents for your records.

Action: Ensure right-to-rent checks are completed and documents stored securely.

✓ **Property Licensing Requirements**

- Check if your property requires an HMO (House in Multiple Occupation) license.
- Verify any local authority selective or additional licensing schemes that apply.
- Renew licenses before expiry to remain compliant.

Action: Confirm licensing requirements with your local authority.

✓ **Repairs and Maintenance**

- Landlords must ensure properties are safe, habitable, and free from hazards.
- Regular inspections can help identify maintenance issues before they escalate.
- Keep records of repairs and communication with tenants.

Action: Schedule routine property inspections and address maintenance promptly.

✓ **Renters' Rights Bill Compliance**

- Stay updated on changes, including the new Property Portal registration.
- Ensure no blanket bans on tenants receiving benefits or those with pets.
- Follow updated rent increase and eviction procedures.

Action: Review changes under the Renters' Rights Bill and update policies accordingly.

✓ **Rent & Legal Protection (Optional but Recommended)**

- Consider adding Rent & Legal Protection to your coverage. While it's optional, it's highly recommended to give you peace of mind if things go wrong.
- This protection covers rent arrears, eviction costs, and legal fees should you need to take action against tenants.

Action: Speak with your agent about Rent & Legal Protection options to protect your rental income and manage risk.

Conclusion

Regular compliance checks are essential to protect your property, meet legal obligations, and maintain positive relationships with tenants. By following this checklist, you can ensure your rental remains compliant, reducing the risk of fines or disputes.

For expert lettings support or to discuss compliance in more detail, get in touch today.



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This information is correct at the time of writing; however, as the Renters' Rights Bill progresses through the courts, it remains subject to change. We recommend seeking legal advice from an authorised professional before making any decisions based on this guide.