

# LANDLORDS CHECKLIST

- LANDLORDS AUTHORITY:** You will be required to sign and return a copy of the "Landlords Authority to Act" form, thus giving us permission to act on your behalf as an agent in marketing your property.
- ELECTRICAL SAFETY REGULATION:** Please make sure that all electrical equipment is safe and will not cause danger to the tenants and that it satisfies the safety requirements of the 1994 regulations.
- CONSENT TO LET:** It is advisable to obtain written permission from your mortgage provider, superior landlord if it is a leasehold property and insurance company. Failure to do so may result in the tenancy being deemed unlawful.
- INVENTORY:** It is essential to have an inventory which gives an accurate record of the contents and condition of the property.
- KEYS:** We will require an initial set of keys for viewings and further set of keys prior to the start of the tenancy.
- GAS SAFETY REGULATION:** Under Gas Safety regulations 1998, all gas appliances including all pipe work and flues must be checked by a registered Gas Safe engineer and a certificate obtained before the start of the tenancy. The gas safety check must be carried out by a Gas Safe engineer once every 12 months and a new certificate obtained.
- UTILITIES:** All utility companies must be notified of your moving out date if you reside at the property.
- POST:** You must re-direct your post as we can not guarantee that your post will be forwarded by the ingoing tenants.
- NON RESIDENT LANDLORDS APPROVAL (NRL):** All landlords who reside abroad for six months or more will need to complete a (NRL) form in order to apply for approval from Inland Revenue for us to pay you the rent without making any tax deductions. (All forms are available from our office).
- FIRE SAFETY REGULATIONS:** All furniture and soft furnishings in the property must comply with fire and safety regulation 1988 (amended 1993). Any furniture that does not comply must be removed from the property.
- RENT PAYMENT:** We will require your bank details to arrange rent payment direct to your bank by electronic transfer.
- INSURANCE:** Please ensure that you have adequate building and content insurance on your property. Not all insurance policies cover let properties. Should you require further information on the above, please do not hesitate to contact Lords Union.
- DEPOSITS:** If we are holding the deposit on your behalf, it will be held in a separate clients account and will be registered under. However if you are to hold the deposit, you must either forward the deposit to the custodial scheme or use one of the insurance based scheme to insure the deposit.
- ENERGY PERFORMANCE CERTIFICATE (EPC):** From 1st October 2008 all rental properties in the UK require an energy performance certificate prior to a new tenancy agreement commencing.