

Getting Ready for New Tenants



This checklist can be used as a basic guide to make sure you have everything ready for your new tenants. Here, you can find some simple guidance on what you should be checking before new your tenants move in and what you should provide them with.

Please note that this is intended as a simple resource to help you get ready for new tenants. This list is not exhaustive, and it is your responsibility to make sure you have everything in order.

If need legal help as a landlord, for example with tenancy agreements, evictions, or defending against a claim, please give Chris Rudd Solicitors a call on 01925 351 350, or visit our website on chrisruddsolicitors.co.uk.

Before Your New Tenants Move In

- Make sure everything is clean, presentable, and in good repair
- Make sure all appliances are working and safe to use
- Make sure all electrics, heating, and plumbing are working and safe to use
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- Get an up to date Energy Performance Certificate (EPC) and Gas Safety Certificate
- Arrange for post for the previous tenant to be redirected
- Take up-to-date meter readings
- Carry out a Right to Rent check
- Reference your new tenants
- Check your landlord insurance
- Make sure you can protect your tenant's deposits

What You Should Provide Your Tenants With

- Their copy of the tenancy agreement
 - A copy of the Energy Performance Certificate (EPC) and Gas Safety Certificate
 - 'How to Rent' guide
 - Standing order form
 - An inventory of the property
 - Instructions for all appliances
 - The up-to-date meter readings
 - Your contact information
 - Explain relevant health and safety procedures
 - Answer any questions or queries your new tenants may have
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