

Landlords' Letting Checklist

When letting a property remember the five P's:

Perfect **P**reparation **P**revents **P**oor **P**erformance

So the better you prepare your property the smoother the tenancy is likely to run.
Here is our pre-tenancy checklist for new and existing landlords:

Energy Performance Certificate (EPC)

Legally we cannot market a property without an EPC. An EPC lasts 10 years, so if you have rented your property or bought your property in the last 10 years you should have an EPC. However if you have improved the property with double-glazing, better loft insulation or a new boiler then your EPC will be out of date and it might be in your interest to get a new one, with hopefully a better rating.

Accommodation Unlimited can advise on all matters concerning your EPC.

Gas Safety Certificate

If you have any gas appliances you must have a valid gas safety certificate for **each** appliance. That means a property with gas central heating, a gas hob and a gas fire in the living room will require each appliance to pass.

Accommodation Unlimited can organise this for you with a registered Gas Safe engineer.

Electrical testing

Portable Appliance Testing (PAT) is NOT a legal requirement, however according to the Government, your responsibilities are to ensure:

- The electrical system (e.g. sockets and light fittings) is safe
- All appliances they supply (e.g. cookers, kettles) are safe.

So although PAT is not a legal requirement you have an obligation to make sure your electrical appliances and systems are safe and the only way to do this is by testing them.

Accommodation Unlimited can organise this for you.

Inform your lender

If you are letting out the property you currently live in, the chances are that you do have a standard homeowners mortgage not a buy-to-let one. You will therefore need permission from your mortgage lender to let out your property. We would suggest you do this immediately if you know you are going to offer the property for rent.

Get permission from your management company

If you live in a block of flats there will be a management company, and you will require the permission from the management company to let your property. Just because there are other flats in your block let out does not mean that it is a given. Permission needs to be granted.

The Greater Bristol Letting Agency

An NRL1 form

If you are moving abroad, complete an [NRL1 form](#) so you can get your rent gross, rather than net of tax.

Prepare a property manual

Nobody knows your property like you. You know, for example, that the front door key needs a jiggle or that to get the best pressure from your shower you need to have the kitchen tap on. So we ask you to prepare a manual on how your property works. It should include details such as:

- The whereabouts of the stopcock, fuse board and gas tap
- Details of rubbish and recycling collections
- The little things that make your property “unique”
- Instruction booklets for all appliances left in the property
- Details of which key fits which door
- Details of which is your parking
- *Plus anything else that you think could be relevant.*

A word of warning, please avoid writing potentially libellous comments about the neighbours! Whilst it may be cathartic, this will not help let the property or smooth relations.

We will keep a copy on file so that when the tenants change we will have a copy for the ingoing tenant.

Bank Details

If we haven't got your bank details we cannot pay you. So make sure we have them and they are correct.

Pre-Tenancy Maintenance

Look at your property as if you were the tenant. What would you complain about? Make a list and then fix them, as you can be sure that any ingoing tenant will want that dipping tap you've been ignoring or that cracked window in the 2nd bedroom to get fixed as soon as they move in.

Accommodation Unlimited have a wealth of excellent tradespeople contacts that can help make your property ship shape and Bristol fashion – just ask.

Leave the property as you'd wish to find it

If a tenant moves into a clean property with rubbish removed and the garden tidy, they are far more likely to look after that property ongoing. I know this sounds pretty obvious, but you'd be surprised at the number of people who just pack up and close the door behind them leaving the ingoing tenants with a dirty house, a lawn that needs cutting and junk in the garage and then expect their new tenants to treat the property with respect!

Keys

Make sure that the ingoing tenants have enough keys and that we as your agent also have a full set. Make sure that there are window keys, and if there is an alarm, make sure the tenant has instructions and more importantly, ***the code.***

Accommodation Unlimited have an account with a key company and we can arrange for the majority of keys to be cut.

In conclusion, leave your house as you would want to find it if you were the tenant and where in doubt, ask Accommodation Unlimited to help, that's what we are here for!