

Landlord Law Annual Property Audit Kit Checklist – Individual Property

Complete this form for each of your properties. There is a separate checklist for your property business.

This checklist must be used in conjunction with the Audit Kit and not used on its own.

Date of this Audit:

Your/Your Business name:

Property Address:

Tenants:

Module 1 - Essentials

Section 1.1

- ☐ Property registered with the Land Registry property alert service
- ☐ Google alert set up for the property address

Notes:

Section 1.2

Property in Wales? Yes/No If your answer is yes:

- ☐ Property has been notified to RSW

Notes:

Section 1.3

Property is let under:

- ☐ Assured Shorthold Tenancy (AST)
- ☐ Protected tenancy
- ☐ Company let

- ☐ Other 'common law' tenancy
- ☐ Residential license
- ☐ Welsh Occupation Contract
- ☐ Other

Notes:

Section 1.4

- ☐ Property is covered by insurance.

Name of insurer/broker

- ☐ Extent of cover
- ☐ Exclusions
- ☐ Conditions
- ☐ Fees
- ☐ Sum assured sufficient

Rent Guarantee Insurance? Yes/No

Policy number:

Expiry date:

Notes:

Section 1.5

- ☐ Separate bank account for this property?

Bank a/c details if so:

Will you be notified if tenants' payments lapse? Yes/No

Notes:

Section 1.6

Property diary for this property? Yes/No

Location of property diary:

Copies of all critical documents can be found at:

Proof of service can be found at:

Schedule/s of rent payments located at:

Notes:

Section 1.7

☐ Privacy information notice given to tenants on:

Notes:

Section 1.8

Owned by a limited company Yes/No

If yes,

☐ The tenancy agreements/occupation contract correctly states the company name as the landlord, or (if transferred during a tenancy) the section 3 notice has been served on the tenants

Notes:

Section 1.9

Name of Local Authority:

Property requires a license? Yes/No

When did you last check LA licensing requirements?

☐ License obtained or not necessary

☐ Relevant occupation numbers have not been exceeded

Notes:

Section 1.10

Holding deposit taken? Yes/No

☐ Returned or retained as appropriate

Traditional deposit taken? Yes/No

Name of scheme:

☐ Protected within 30 days of receipt of the money?

☐ Can you prove service of the prescribed information?

Alternative scheme? Yes/No

Name of scheme:

Notes:

Section 1.11

☐ Is the property at risk of flooding?

☐ Is this covered by your insurance?

☐ Have you taken all necessary action?

Notes:

Module 2 – Letting agents

Are agents used for this property? Yes/No

If agents are used is it for:

☐ Find only, or

☐ Full Management

Name of agents:

Contact details:

☐ Agents compliant with their legal obligations

☐ Agents complying with the terms of their agreement

☐ You are happy to remain with them for a further year

Notes:

Module 3 - The Property Condition

Section 3.1

List the inspections done during the past 12 months:

- ☐ No access issues with tenants*
- ☐ Records for all inspections have been retained.
- ☐ Next inspection visit is

Notes:

* List action taken where tenants fail to provide access.

Section 3.2

- ☐ Gas safety inspection last carried out on
- ☐ Certificates served on tenants
- ☐ All certificates for this property are available
- ☐ No access issues with tenants*

Date when next inspection due:

* List action taken where tenants fail to provide access.

Notes:

Section 3.3

- ☐ Electrical safety check done. Date for next inspection
- ☐ EPC provided to tenants
- ☐ Fire safety risk assessment done
- ☐ Water system checked for legionella
- ☐ All electrical items either new or PAT tested at start of tenancies

Notes:

Section 3.4

- ☐ Property is HMO? If so
- ☐ Notice with contact details displayed at the property
- ☐ Notice with means of fire escape displayed at the property
- ☐ All relevant items checked at last property inspection on
- ☐ Issues raised by tenants? Dealt with on

Notes:

Section 3.5

- ☐ Pets allowed?

If so

- ☐ Pet form signed
- ☐ Checked that only permitted pets are kept. Date checked

Notes:

Section 3.6

- ☐ Tenants complained about damp and mould? If so
- ☐ Confirmed by property inspection

Action taken to deal with this:

Notes:

Section 3.7

- ☐ Is the property airtight?
- ☐ Insulation fitted?
- ☐ Windows and doors double-glazed?
- ☐ Energy efficient heating?

- ☐ Smart meter installed?
- ☐ Energy efficient appliances?

Notes:

Module 4 - Final checks

Section 4.1

- ☐ Tenant has completed a tenant information form
- ☐ The tenancy agreement does not need updating
- ☐ Data protection notice does not need updating
- ☐ Most recent How to Rent booklet has been served
- ☐ There is proof of service of all critical documents

Notes:

Section 4.2

- ☐ Tenants have all completed a satisfactory right-to-rent check
- ☐ Tenants have all signed the tenancy agreement
- ☐ Tenants are paying rent
- ☐ Tenants are satisfactory
- ☐ No disputes unresolved
- ☐ Tenants likely to stay on, or anticipated date of departure

Notes:

Section 4.3

- ☐ Current deposit arrangements are satisfactory
- ☐ Guarantees are up to date
- ☐ Arrangement for payment of bills satisfactory
- ☐ Rent is sufficient to cover outgoings. Date of last rent increase
- ☐ There is sufficient reserve funding for emergencies – the sum available is

£.....

- ☐ Property is holding its value

Notes:

Section 4.4

- ☐ Service providers used for this property are satisfactory

Notes:

Section 4.5

- ☐ All audit sections checked and completed
☐ Items which require action have been done or diarised

Next property audit to take place on

Notes: