

How to use this pack

This pack helps you record, compare and explain the evidence supporting the rent you propose for a property. It is designed for use with sections 1.4 and 1.5 of the Landlord Law Market Rent and Tribunal Kit. Below are some brief notes on using the pack. You will find more detailed guidance in section 1.4a of the Landlord Law Market Rent and Tribunal Kit.

A shorter, flexible workflow

- Complete Form 1 once to describe your property.
- Complete one Form 2 for each useful comparable. Six copies are provided, but you do not have to use all six. Quality is more important than quantity.
- The principal facts are copied into the landscape Comparable Schedule when the PDF is completed in a compatible PDF application. Check the schedule before relying on it.
- Complete Form 3 once, after considering the evidence as a whole.

Before you start

- Save a working copy before entering information and save it regularly. Some browser PDF viewers do not preserve all form functions; a dedicated PDF application may work better.
- Keep a separate evidence folder. Number every advertisement, screenshot, photograph, floor plan, email and telephone note.
- Use the same comparable number on every item of supporting evidence.
- Save or print the complete advertisement, including its source and the date on which you obtained it. Online listings can disappear.
- Do not guess missing information. Write 'not known' where appropriate and explain any important limitation in Form 3.

Finding and assessing comparables

Finding useful evidence

- Look for properties that are close to your property and similar in type, size, condition, facilities, furnishing, tenancy terms and letting date.
- Property portals normally show asking rents, not the rent ultimately agreed. Mark the rent status clearly.
- If a letting agent confirms an achieved rent, record the agent, date and method of confirmation and retain any email or contemporaneous telephone note.
- If few suitable properties are available, use the best evidence you can find and explain the search area, period and limitations. A distant or imperfect comparable may still be useful if the differences are identified.

Comparing the evidence

- A comparable need not be identical. Concentrate on differences likely to affect rent materially.
- Give most weight to the closest, most recent, most similar and best evidenced comparables.
- Price per square metre can be a useful cross-check where reliable floor areas are known, but it is not a substitute for assessing the property as a whole.
- There is no automatic formula for adjustments. Do not invent precise additions or deductions that the evidence cannot support.
- A simple average may be informative, but it does not by itself establish the market rent, particularly where the comparables differ in quality or reliability.

Statutory matters

When assessing open-market rent, qualifying improvements carried out by the tenant should normally be disregarded. Deterioration attributable to the tenant's failure to comply with the tenancy should also be disregarded. Form 1 provides space to identify these matters.

More detailed guidance on using this pack, along with sample text, can be found in section 1.4a of the Landlord Law Market Rent and Tribunal Kit.

Form 1: Your property

Basic information

Property address

Date of assessment

Tenancy start date

Current rent

Rent period

☐ Weekly ☐ Monthly ☐ Other (one month or less)

Proposed rent

Rent period

☐ Weekly ☐ Monthly ☐ Other (one month or less)

Proposed monthly equivalent

Proposed commencement date

Property and accommodation

Property form (select one)

☐ House ☐ Bungalow ☐ Flat/maisonette ☐ Other

Attachment/type (select one)

☐ Detached ☐ Semi-detached ☐ End terrace ☐ Mid terrace
☐ Purpose-built flat ☐ Converted flat ☐ Other

If a flat or unusual property, give the floor level, number of storeys and other details

Bedrooms

Reception rooms

Bathrooms

Separate WCs (not within a bathroom)

Approximate floor area, if known

Furnished status

EPC rating and score

Location

Location, nearby transport, shops, schools and amenities

Parking arrangements and other material location factors

Your property: condition and features

Condition, repair and presentation

General repair, exterior, decoration and flooring

Kitchen: age, condition, fittings and appliances

Bathrooms and WCs: age, condition and fittings

Heating, glazing and energy-efficiency features

Facilities and other features

☐ Garden

☐ Balcony/patio

☐ Garage

☐ Off-street parking

☐ Lift

☐ Storage

☐ Broadband

☐ EV charger

☐ Solar panels

☐ Appliances

Other significant features, services or charges included in the rent

Improvements, repairs and statutory matters

Significant improvements or repairs carried out by the landlord (give dates where possible)

Qualifying tenant improvements to be disregarded, and who paid for them

Deterioration attributable to the tenant's failure to comply with the tenancy, to be disregarded

Form 2: Comparable property 1

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

This evidence supports a monthly rent of approximately

Weight

☐ High
 ☐ Medium
 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Form 2: Comparable property 2

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

This evidence supports a monthly rent of approximately

Weight

☐ High
 ☐ Medium
 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Form 2: Comparable property 3

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

This evidence supports a monthly rent of approximately

Weight

☐ High
 ☐ Medium
 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Form 2: Comparable property 4

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

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☐ High
 ☐ Medium
 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Form 2: Comparable property 5

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

This evidence supports a monthly rent of approximately

Weight

☐ High
 ☐ Medium
 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Form 2: Comparable property 6

Identity, source and rent

Address or clear identifying details

Approx. distance

Source (portal, agent or other)

Website address or evidence reference

Date information obtained

Date advertised, if known

Date let, if known

Rent

Monthly equivalent

Rent period

☐ Weekly
 ☐ Monthly
 ☐ Other <= 1 month

Rent status

☐ Advertised asking
 ☐ Confirmed agreed
 ☐ Unconfirmed / uncertain

If achieved/agreed, how and when was it confirmed?

Property details - complete only what is reasonably available

Property type

Bedrooms

Reception rooms

Bathrooms/WCs

Floor area

EPC rating/score

Furnished status

Parking/outside space

Price per m² (optional)

Condition, facilities and comparison

Material facts about condition, kitchen/bathroom, heating, facilities, services or tenancy terms

Overall similarity

☐ Very similar
 ☐ Reasonably similar
 ☐ Limited similarity

Compared with your property

Location

Size

Condition

Facilities

☐ B ☐ S ☐ W
 ☐ L ☐ S ☐ Sm
 ☐ B ☐ S ☐ W
 ☐ B ☐ S ☐ W

Overall assessment: principal differences, reliability and weight to be given to this comparable

This evidence supports a monthly rent of approximately

Weight

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 ☐ Low

Evidence retained

☐ Advert/PDF
 ☐ Screenshot
 ☐ Photos
 ☐ Floor plan
 ☐ Agent confirmation
 ☐ Telephone note

Comparable Schedule

Principal facts only. Check all copied entries before relying on this schedule; supporting detail remains in Forms 1 and 2.

Feature	Your property	Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
Address/location							
Distance							
Monthly rent							
Rent status							
Relevant date							
Property type							
Bedrooms							
Reception rooms							
Bathrooms/WCs							
Floor area							
EPC							
Parking/outside							
Price per m ²							
Condition/features							
Assessment/weight							
Supported rent							

Average of the monthly rents shown (optional calculation):

Difference between that average and proposed rent:

Form 3: Final market-rent assessment

Strength and limitations of the evidence

Number of comparables used

Number of confirmed achieved/agreed rents

Number of asking rents

Strongest comparables and why they carry the most weight

Weaker evidence, missing information, search limitations or reasons fewer comparables were available

Range and conclusion

Lowest relevant rent

Highest relevant rent

Likely monthly range

Assessed open-market rent per month

Proposed rent per month

Main reasons for the conclusion, including why the proposed rent is supported by the evidence

Final checks and declaration

☐ Sources and dates recorded☐ Asking/achieved rents distinguished☐ Evidence retained☐ Material differences explained☐ Tenant improvements disregarded☐ Tenant-attributable deterioration disregarded

Name

Position (if applicable)

Date