

LANDLORD'S CHECKLIST

STEPS TO BE TAKEN BEFORE THE TENANCY BEGINS

- ✓ Arrange initial **FREE** advice session with us
- ✓ Tell us which service you require
- ✓ Contact your Building Society, Bank or other lender for their requirements
- ✓ Contact your insurer (buildings and contents) for details of their requirements
- ✓ Decide which items (if any) are to be left at the property and remove all valuables
- ✓ If the property is furnished, ensure the furnishings comply with fire regulations
- ✓ If furnished think about what you wish to remove from the property and remove all valuables or items of irreplaceable value to you.
- ✓ Discuss safety issues with us
- ✓ Arrange for gas and electrical safety checks along with a legionella risk assessment or ask us to deal with this. Arrange for annual service of the gas systems and appliances
- ✓ Arrange for the property to be cleaned and presented ready for the letting or ask us to deal with this
- ✓ Think about what level of work needs to be done in the garden – is this reasonable for a tenant or should you think about some form of gardening service.
- ✓ Arrange for three sets of keys to be given to us, one for us to keep and two for the new tenants
- ✓ If you are moving overseas apply for an approval certificate to enable us to pay rent to you without deduction of tax