

Cheshire West & Chester Council

Top 10 things to do when letting a property

- Make sure you provide your tenant with a copy of the **How to Rent** booklet available from www.gov.uk
- Ensure that your tenant is provided with a written tenancy agreement that stipulates your contact details and what day the rent is due.
- Make sure that you have carried out a full inventory of the property and that you have asked your tenant to sign and confirm the same.
- Make sure you have protected your tenant`s deposit in a **Tenancy Deposit Protection Scheme**.
- Don`t forget to provide a new tenant with a copy of the property`s **Energy Performance Certificate**.
- Make sure that you carry out an annual gas safety check and provide a copy of the gas safety certificate to your tenant.
- Don`t forget to make sure that any electrical installations and appliances have been safety checked.
- Make sure that you have fitted a smoke alarm on each level, and a carbon monoxide detector.
- If you are letting a house of multiple occupation, have you checked that you have a current HMO license?
- If you need to serve notice on your tenant, don`t forget to serve the right one using the right form. Also don`t forget to inform the Council`s **Housing Options Team** on **0300 123 2442** so that they can try and help you resolve any problems.



Please be advised that this is not an exhaustive list, further information can be found in the **How to Let Guide** available at www.gov.uk