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