

LANDLORDS CHECK LIST

LISTED BELOW ARE POINTS THAT WILL NEED ADDRESSING PRIOR TO YOU LETTING YOUR PROPERTY

ITEM / AREA	QUESTION / ACTION	<input checked="" type="checkbox"/>
CONSENTS	Have you applied for consent to your Lender, Freeholder etc?	<input type="checkbox"/>
INSURANCE	Are you fully insured for a Tenanted property?	<input type="checkbox"/>
MAIL	Arrange for the redirection of your mail with the Post Office.	<input type="checkbox"/>
REFERENCES	Confirm that you are satisfied with the references supplied to you.	<input type="checkbox"/>
TENANCY AGREEMENT	Have you agreed terms with the Agent and seen a copy of the agreement?	<input type="checkbox"/>
SAFETY REGUALTION	Have you organised the Gas and Electric checks and received a clear certificate?	<input type="checkbox"/>
INVENTORY	Ask Agent to organise Inventory and Check In for Tenants.	<input type="checkbox"/>
CLEANING	Make sure the property and gardens are clean and tidy.	<input type="checkbox"/>
FURNISHINGS (if any)	Make sure that all agreed furnishings are in place and have the correct fire labels.	<input type="checkbox"/>
KEYS	Have you provided enough keys to the Agent - 3 full sets if acting as Managing Agents.	<input type="checkbox"/>
UTILITIES	Transfer the Gas, Electric, Water, Telephone and Council Tax to Tenants.	<input type="checkbox"/>
OTHER...		<input type="checkbox"/>