

Landlord Checklist

Being a successful landlord means staying on top of your responsibilities, protecting your investment, and ensuring a positive experience for your tenants.

This checklist is designed to help you cover all the key areas - from legal compliance and property maintenance to tenant communication and financial management - so you can feel confident, stay organised, and avoid costly mistakes.

1. The First Steps

Done

Will you use a rental agency?

Recommended – agencies do charge fees, but reduce your workload and time spent

 YES
 NO

Do you have consent from your mortgage lender?

Renting without it may breach your mortgage terms.

 YES
 NO

Do you have landlord insurance?

Essential for protection and often required for buy-to-let mortgages.

 YES
 NO

Are you aware of the Renters Rights Bill and the changes that will affect you?

This came into force on the 27th October 2025, which will affect all private rented properties

 YES
 NO

Do you understand your finances?

Are you getting the best return on your investment?
Best practice – seek tax advice for allowable expenses and reliefs, are and financial advice

 YES
 NO

Does your property require a selective/additional/HMO License?

Legal requirement – fines up to £30,000 for failure to licence where required.

 YES
 NO

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2. Property Safety & Certificates

Done

Do you have a valid gas safety certificate (CP12)?

Legal requirement – must be renewed annually. Fines up to £6,000 for each gas appliance.



YES
 NO

Do you have a current Electrical Installation Condition Report?

Legal requirement – required every 5 years. Fines can reach £30,000.



YES
 NO

Do you have an Energy Performance Certificate (EPC)?

Legal requirement – minimum E rating. Fines up to £5,000. (Proposed increase to a C)



YES
 NO

Have you completed a fire risk assessment?

Legal requirement in licensed areas.
Highly recommended in all others.



YES
 NO

Does provided furniture conform to fire safety standards?

Legal requirement – upholstered items must have fire safety labels.



YES
 NO

Have you installed smoke alarms on each floor?

Legal requirement – must be tested and working, and in date.



YES
 NO

Have you installed carbon monoxide alarms?

Legal requirement – required where solid fuel and gas appliances are present.



YES
 NO

Is your property fit for human habitation?

Legal requirement – must meet minimum standards and be free from hazards.



YES
 NO

Have you conducted a Legionella risk assessment?

Legal duty – landlords must assess and manage Legionella risk.



YES
 NO

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3. Starting the Tenancy

Done

Have you arranged a tenancy agreement?

Essential – protects both parties.

YES
 NO

Have you given tenants the 'How to Rent' guide?

Legal requirement – must be provided before start of tenancy.



YES
 NO

Have you protected the deposit?

Legal requirement – must be registered within 30 days. Penalty up to 3x deposit.



YES
 NO

Have you provided prescribed deposit information?

Legal requirement – required to legally serve notice.



YES
 NO

Have you provided landlord/agent contact details?

Legal requirement – tenants need a UK address for legal notices.



YES
 NO

Do you have an inventory and schedule of condition check-in report?

Best practice – protects against disputes.

YES
 NO

Have you notified the council and utilities?

Essential – ensures correct council tax and utilities billing.

YES
 NO

Do you have a rent book or payment tracker?

Best practice – useful for tracking payments.

YES
 NO

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62 Springbank Road, SE13 6SN

Disclaimer: This checklist is for general information purposes only and does not constitute legal or financial advice. You should consult a qualified professional for advice tailored to your specific situation.

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4. Preparing Your Property

Done

Is your property clean?

Recommended – improves appeal and tenant satisfaction.

YES
 NO

Is your garden and entrance tidy?

Recommended – enhances kerb appeal.

YES
 NO

Does everything work?

Recommended – check fixtures, appliances, and utilities.

YES
 NO

Are you renting furnished?

If so, make sure you provide fire-safe and good-condition furnishings.

YES
 NO

Have you supplied instruction manuals?

Best practice – tenants need guidance on appliances and heating.

YES
 NO

Do you have appliance warranties?

Recommended - avoids unexpected repair costs

YES
 NO

Do you have qualified contractors for maintenance and compliance checks?

Best Practice - Reduces management overheads and ensures compliance.

YES
 NO

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5. Finding Tenants & Checks

Done

Have you set a fair rental value?

Recommended – compare similar local properties.

YES
 NO

Have you created a property advert?

Recommended – clear listings attract tenants more quickly.

YES
 NO

Have you set the deposit amount?

Legal maximum 5 weeks' rent.



YES
 NO

Have you conducted Right to Rent checks?

Legal requirement – required for all tenants over 18. Fines up to £3,000 per breach.



YES
 NO

Have you carried out tenant referencing?

Best practice – includes ID, credit, employment checks and landlords check.

YES
 NO

Have all tenants viewed the property?

Recommended - reduces risk of future disputes.

YES
 NO

Have you assessed tenant affordability?

Recommended – income should be 2.5–3x monthly rent.

YES
 NO

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6. During the Tenancy

Done

Do you have a property inspection plan?

Recommended – plan quarterly or bi-annual visits with a minimum 24 hours' notice.

YES

NO

Do you understand your maintenance responsibilities?

Legal requirement – timely repairs must be carried out.



YES

NO

Have you established how tenants can report issues?

Recommended – define method of communication and response time.

YES

NO

Do you have emergency contact procedures in place?

Best practice – ensure tenants can report urgent issues.

YES

NO

Do you have a documented process for tenant disputes?

Be aware of best practices and ready to handle disputes on your terms.

YES

NO

Do you have a procedure for change of tenants during a tenancy?

Best practice – ensure tenants understand their commitments.

YES

NO

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Optional Extras for Peace of Mind

Done

Have you reviewed GDPR obligations?

Legal requirement – tenants and contractors data must be stored and processed lawfully.



YES

NO

Have you planned for the tenant move-out process?

Best practice – have a system in place

YES

NO

Notes

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Book an Expert Session

If you have questions about anything in this checklist—or want clear, expert advice on letting, buying, or selling—book an Expert Session and get personalised guidance from our property specialist.



If you'd like tailored advice or have questions about your specific situation, we offer one-to-one calls with a property expert who understands the ins and outs of being a landlord. Whether you need guidance on legal compliance, tenant issues, or maximising your rental income, our expert can help you navigate it all with confidence and up-to-date knowledge. Book a call today and get clarity on your next steps.

With over 2 decades of experience in property sales, lettings and management, Viv Higgins is a trusted expert known for his integrity, deep local knowledge and hands-on approach. Viv has built a reputation for honest advice, clear communication and exceptional service to both landlords and homebuyers.

Viv takes pride in delivering tailored support throughout every stage of the property journey. Whether you are selling, investing, or looking for a reliable management partner, his insight and professionalism ensure you always feel informed and in control.



Dr. Floyd Millen

5 reviews • 2 photos



Excellent service and great ethics. La Casa and Viv reaffirms my belief that there are great ethical business men out there giving scalable property and wealth creation advice.

In one brief meeting he has not only saved & made me money that will have a compound effect, but my portfolio is poised to grow exponentially.

Thanks Viv



Brendan Kiernan

1 review • 0 photos



We can't recommend La Casa enough. Their services have proved extremely helpful as we begun looking into purchasing our first home. They gave us a thorough and comprehensive breakdown of the property circuit, what to look out for, common mistakes, plus helpful tips to consider when thinking about purchasing a home. Overall, La Casa do well to make the buying process less daunting by communicating in such a personable, simple and effective way.



Farouk Fernandes

1 review • 0 photos



La Casa were a big help to me during my recent house purchase and Viv is extremely knowledgeable and great to work with. I'd highly recommend La Casa to any prospective home buyers. 5 stars!