



Cleeve Residential Lettings Ltd

'We care for your home as if it's our own'

Landlord checklist

At Cleeve Residential Lettings Ltd we want to make your life as a landlord as easy as possible. We have therefore created a check list to help you.

Marketing your property:

- Service agreement, landlord and property details (Signed and returned to Cleeve Residential Lettings Ltd)
- Energy Performance Certificate (EPC) (This is a legal requirement. Cleeve Residential Lettings Ltd can arrange this for you)
- Keys for viewings (Please provide details of any alarm or specific viewing arrangements)

Preparing your tenancy: (The below are all required)

- Landlord Gas Safety certificate (If applicable. Cleeve Residential Lettings Ltd can arrange this for you)
- Buy-to-let mortgage / Permission from mortgage company to let the property (If applicable)
- Landlord's buildings insurance
- 1988 Furniture and Furnishings (Fire) (Safety) Regulation
(If you are letting your property furnished you will need to ensure it adheres to this)

The following is not legally required, but may fall under a duty of care to your tenant.

We therefore strongly recommend: (Cleeve Residential Lettings Ltd can arrange this for you)

- Electrical Safety Certificate
- PAT testing

We advise that you may wish to consider the following before renting out your property:

- Professional cleaning of property
- Heating systems recently serviced
- Garden preparation
- Instruction manuals sourced for items within the property
- Cancel TV licence / Telephone account
- Advise utilities of your meter readings when the property became vacant
- Redirect mail