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MARCH 2019



PRIVATE LANDLORDS CHECKLIST

A step-by-step guide to letting properties

This checklist covers what you need to do before letting a property and also covers what to do when meeting your tenants.

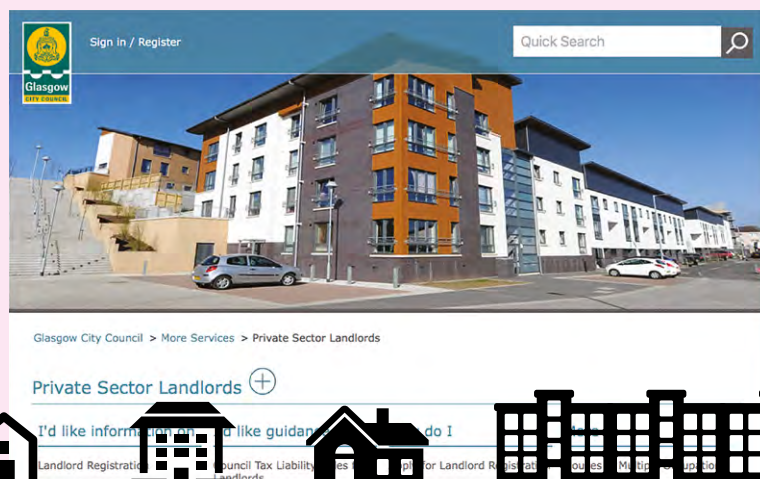
Click on the highlighted text to get more information and sample forms where applicable.

You can access this document on the [Glasgow City Council website](http://www.glasgow.gov.uk) and get further information by searching Private Landlord Support.

Glasgow City Council has a dedicated Private Landlord Support Officer (PLSO) who can offer advice.

Email plsupportofficer@glasgow.gov.uk

Phone Private Landlord Support Officer (PLSO) 0141 418 1366





Who should I notify that I intend to rent out my property

- ✔ Inform your mortgage lender and HMRC as there may be implications renting your property
- ✔ Contact your insurance provider to make sure you have the correct landlord insurance for the property. Having tenants in your property can affect your insurance. You should ask about building, contents and property owner's liability insurance cover.
- ✔ All private landlords (with few exceptions) must register as a landlord. Everyone named on the title deeds must register. Failure to do so is a criminal offence and can result in a fine. [Find out more and register as a landlord.](#)
- ✔ If you intend to rent to three or more unrelated tenants in the same property, this will be classed as a house of multiple occupancy (HMO) and you will require an additional licence. Check if you need a HMO licence and how to [apply here.](#)



Standards my property must meet

- ✔ When you are renting your property it must meet a state of repair known as the tolerable standard and also the repairing standard. [Check that your property meets these standards.](#)
- ✔ Your property must have [satisfactory provision for detecting and warning of fires](#). All alarms should be ceiling mounted and interlinked. Private landlords were previously required to install mains-operated alarms, however tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) as well as mains operated alarms (with battery backup) are now permitted.
- ✔ Arrange an Energy Performance Certificate (EPC) for your property. You have to include the rating in any advertising and to show the certificate if any prospective tenants ask to see it. [Get more information.](#)
- ✔ The Repairing Standard includes the duty for adequate Carbon Monoxide (CO detector(s) to be in each room where there is a gas appliance, except a cooker. [Get more information.](#)
- ✔ Ensure you have an up to date landlord's Gas Safety Certificate (this must be provided by an approved Gas Safe Engineer within the last 12 months). You should also retain those for the previous two years.
- ✔ It is a legal requirement to provide an Electrical Installation Condition Report (EICR). As part of the EICR you must ensure all electrical appliances have undergone [Portable Appliance Testing \(PAT tested\)](#).
- ✔ All soft furnishings must meet safety standards. [Get more information.](#)
- ✔ Letting agents and landlords are obliged by law to carry out risk assessments for Legionnaires disease and implement any necessary measures. [Get more information.](#)



What should I provide my tenants with

- ✓ Make sure you have a Tenant Information Pack ready for your new tenants – Landlords have a legal duty to provide tenants with this pack, which provides important information to tenants in the private rented sector. **Get a tenants information pack. (★)**
- ✓ You may wish to consider collating a list of contact details of trades people you trust should something go wrong with the property. The contact list could be added to the tenants pack. You will find useful contacts such as collection of bulky waste items, Council Tax and Housing Benefit on the **Glasgow City Council website**.
- ✓ Copy all certificates (Gas Safety, EPC, EICR) and present in the property for the tenant to inspect.
- ✓ Compile a detailed inventory and take meter readings. **A sample inventory can be found here.**



(★) not required with a Private Residential Tenancy agreement.

The Tenancy Agreement

- ✓ Information on the Private Residential Tenancy Agreement **can be found here.**
- ✓ The new Private Residential Tenancy means it is no longer be possible to create an assured or short assured tenancy after 1 December 2017. **(★)**

(★) existing tenancies that were taken out before 1 December 2017 will continue to operate as they do currently until they come to an end.

Meeting with your Tenants

- ✓
 - Look around the property with your tenant.
 - Show them where the stopcock is to turn off water supply.
 - How to switch off the electricity and reset the electricity should a fuse blow.
 - Agree the inventory and **get a receipt** for the tenant handbook.
- ✓ Hand over a copy of the keys to the tenant. A key agreement will ensure you have signed authorisation to retain keys to the property and clarify when these can be used. **A sample for can be found here.**
- ✓ Put the deposit into a **Tenancy Deposit Scheme** within 30 working days of the beginning of the tenancy and notify the tenant in writing which scheme is holding the deposit.
- ✓ Arrange a visit in three months to check the property and review things. Is your tenant happy with their accommodation?
- ✓ **Notify the Council** a tenant is moving in so the Council Tax account is updated. Advise the tenant you have done this.

