

New tenancy checklist



For landlords in England letting on an assured periodic tenancy. Property: _____ Move-in date: _____. Checked against official sources on 14 October 2026.

Before the tenancy is agreed (the law)

☐	Right to Rent check	Every adult aged 18 or over who will live there. Keep copies for the tenancy plus 1 year.	GOV.UK	Date done: _____
☐	Written tenancy information	Give the written information about the key terms before the tenancy is agreed (tenancies from 1 May 2026).	GOV.UK	Date done: _____
☐	Valid EPC, rated E or above	Give the tenant a copy. An EPC lasts 10 years.	GOV.UK	Date done: _____
☐	Licence, if the property needs one	HMO licence, or a council selective licence in some areas.	GOV.UK	Date done: _____

Before they move in (the law)

☐	Gas safety record	Give the tenant a copy of the current record, if there are gas appliances.	HSE	Date done: _____
☐	Electrical report (EICR)	Give the tenant a copy of the current report.	GOV.UK	Date done: _____

On move-in day (the law)

☐	Test every smoke and CO alarm	Check each one works on the day the tenancy starts. Note the result.	GOV.UK	Date done: _____
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Within 30 days of taking a deposit (the law)

☐	Protect the deposit	In a government-approved scheme.	GOV.UK	Date done: _____
☐	Give the prescribed information	About the scheme and how to get the deposit back.	GOV.UK	Date done: _____

Good practice (not the law, but it saves arguments later)

☐	Inventory with dated photos	Room by room, signed by the tenant.		Date done: _____
☐	Meter readings	Photograph each meter. Tell the suppliers and the council about the new tenant.		Date done: _____
☐	Keys	Note how many keys you hand over.		Date done: _____
☐	Your contact details	Plus who to call in an emergency, such as a gas leak or a burst pipe.		Date done: _____
☐	Add the dates to your log	Gas, EICR, EPC, licence, deposit and landlord database registration.	Landlord database	Date done: _____

Not every step applies to every let. Lodgers and holiday lets have different rules: see [becert.co.uk/lodgers](https://www.becert.co.uk/lodgers) and [becert.co.uk/holiday-lets](https://www.becert.co.uk/holiday-lets). Not legal advice. BeCert is not part of GOV.UK. Rules change, so check the source before you act. Get a reminder before each date at [becert.co.uk](https://www.becert.co.uk). Free to share and print, with credit to BeCert.