

Landlord Journal checklist

- Check the tenants' references.
- Received the deposit and the first rental payment.
- The inventory has been supplied, agreed with the tenant and signed by yourself and the tenants, with all parties keeping possession of a copy.
- Provide the appropriate number of keys to the tenants/lettings agents.
- Contact the utility providers to arrange a meter reading and to arrange for the tenants to take over the accounts. The tenant may need to write a letter to the suppliers stating that they are the new occupant.
- Contact the local council to arrange for the tenants to take over payment of council tax.
- Telephone details
- Leave the property in a good state and make sure that you supply everything that was agreed in the property.
- Show the tenant where the smoke detectors are and give written procedures of how to operate them.
- Provide the tenant written procedures telling them whom to contact if there is an emergency. This may be you, a 3rd party, or a tradesman.
- £30 charge if more than 7days late with payments
- Payment made direct to me
- No subletting
- No pets
- Professional clean when property is vacated
- 3 months rental payment plus 6 weeks deposit upfront
- Rental insurance – to rental guarantors
- 1 year contract with 6 months break clause
- Sign a letter to the council stating that they will allow me to discuss their case with the council

DSS tenants

- Provide tenants names and previous address
 - 1) Will your entire rent be covered, or will there be a shortfall you will need to cover?
 - 2) How will the rent be paid to me?

3) I want the rent every month, on the 1st. Is that possible? On what date will I receive the rent?

- Where they lived before?
- Why they're moving from their previous accommodation?
- Provide previous tenancy reference, provide previous landlord details

Ask previous landlord

- Did you have any problems from them?
 - Did they treat the property well?
 - Did everything run smoothly with the payments? Were there any delays?
 - Ask anything else you see as being relevant
-
- Credit Check Services – www.Credit-Check-Services.co.uk – This is a tenant checking service for landlords, from just £8.95 you can check a tenant to find out if they have any CCJs, IVAs, or Bankruptcy