

# PRIVATE LANDLORD CHECKLIST - A STEP BY STEP GUIDE TO LETTING PROPERTIES

This checklist covers what you need to do before letting a property. Click on the highlighted text to get more information and sample forms where applicable.

Scottish Borders Council has a dedicated Liaison Officer who can offer advice and guidance to Landlords and Tenants regarding Housing in the Private Rented Sector.

Telephone Housing Strategy 01896 661392

Email: [housingenquiries@scotborders.gov.uk](mailto:housingenquiries@scotborders.gov.uk)

You can also get more information by visiting the [Scottish Borders Council website](#).

Who should I notify that I intend to rent out my property?	
Inform your mortgage lender and HMRC as there may be implications to renting your property	YES <input type="checkbox"/> NO <input type="checkbox"/>
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.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <a href="#">here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you intend to rent to 3 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 <a href="#">here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
Standards my property must meet	
When you are renting your property it must meet a state of repair known as the <a href="#">repairing standard</a> . Check that your property meets these standards.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Your property must have <a href="#">satisfactory provision for detecting and warning of fires</a> . The repairing standard includes a duty to have smoke and heat detectors which requires more than one alarm. Alarms can be mains powered with battery backup or use long-life lithium batteries that cannot be changed.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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. <a href="#">Get more information here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
The Repairing Standard includes the duty for adequate Carbon Monoxide (CO) detector(s) to be in each room where there is a fixed combustion appliance, except the cooker. <a href="#">Get more information here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 2 years.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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). For more details click <a href="#">here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
All soft furnishings must meet safety standards. <a href="#">Get more information here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
Letting agents and landlords are obliged by law to carry out risk assessments for Legionnaires disease and implement any necessary measures. <a href="#">Get more information here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>

## What should I provide my tenants with?

You may wish to consider collating a list of contact details of trades people you trust should something go wrong with your property. You will find useful contacts such as collection of bulky waste items, Council Tax and Housing Benefit on the <a href="#">Council website</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy all certificates (Gas Safety, EPC, EICR) and present in the property for tenant to inspect	YES <input type="checkbox"/> NO <input type="checkbox"/>
Compile a detailed inventory and take meter readings. A sample inventory can be found <a href="#">here</a> .	YES <input type="checkbox"/> NO <input type="checkbox"/>

## The Tenancy Agreement

Get the Tenancy Agreement right. Information on the Private Residential Tenancy Agreement can be found <a href="#">here</a> . Private Residential Tenancies mean that any tenancies taken out after December 1st 2017 can no longer be an assured or short assured tenancy, but those taken out before this date will continue to operate as they do until they come to an end.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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## 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.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Hand over the copy of the keys to the tenant. A written key agreement will ensure you have signed authorisation to retain keys to the property and clarify when these can be used.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Put the deposit into a <a href="#">Tenancy Deposit Scheme</a> within 30 working days of the deposit being taken and notify the tenant in writing which scheme is holding the deposit.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Arrange a visit in 3 months to check the property and review things. Is your tenant happy with their accommodation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Notify the <a href="#">Council</a> a tenant is moving in so the Council tax account is updated. Advise the tenant you have done this.	YES <input type="checkbox"/> NO <input type="checkbox"/>