

Landlord Compliance Audit Checklist

Keeping up with compliance requirements is essential for landlords to protect their investment, ensure tenant safety, and avoid legal penalties.

This checklist provides a practical audit of the key legal obligations, certificates, inspections and documentation required to remain compliant with current legislation and industry best practice.

The Lettings Partner Landlords Trust

Compliance Status Summary

Requirement	Frequency	Status
Energy Performance Certificate (EPC)	Every 10 years	☐
Gas Safety Certificate (CP12)	Annually	☐
Electrical Installation Condition Report (EICR)	Every 5 years	☐
Smoke & Carbon Monoxide Alarms	At the start of each tenancy and ongoing	☐
Deposit Protection & Prescribed Information	Within 30 days of receiving the deposit	☐
Right To Rent Checks & ID Verification	Before the tenancy begins; follow-up checks if required	☐
Property Licensing	Check annually and renew before expiry	☐
Legionella Risk Assessment	Periodically and whenever circumstances change	☐
Fire Safety Compliance	Ongoing	☐
Prescribed Documents Checklist	Before or at the start of each tenancy	☐
Damp and Mould Management	Ongoing and without delay when reported	☐

Compliance Status Summary

Requirement	Frequency	Status
Check-In Inventory	Before each tenancy begins	☐
Repairs and Maintenance	Ongoing	☐
Contractor Compliance	Before appointing a contractor and reviewed periodically	☐
GDPR and Data Protection	Ongoing, with regular reviews	☐
Insurance Review	Annually	☐
Renters' Rights Guidance	Before agreement	☐



Compliance Audit Checklist for Landlords



Energy Performance Certificate (EPC)

- Ensure your property has a valid EPC with a rating that meets current legal requirements.
- EPCs remain valid for 10 years.
- Review expiry dates and arrange renewals where necessary.
- Consider energy efficiency improvements such as insulation, double glazing and modern heating systems.

Action: Review your EPC and plan improvements if required.



Gas Safety Certificate (CP12)

- Gas Safety Certificate (CP12)
- A Gas Safety Certificate must be obtained annually from a Gas Safe registered engineer.
- Covers gas appliances, flues and pipework.
- A copy must be provided to tenants before occupation and within 28 days of each annual inspection.
- Retain records of all inspections and remedial works.

Action: Schedule annual gas safety checks and maintain up-to-date records.



Electrical Installation Condition Report (EICR)

- Must be completed by a qualified electrician at least every five years.
- Copies must be supplied to tenants.
- Any remedial works identified must be completed within the required timeframe.
- Keep reports and certificates readily accessible.

Action: Verify your EICR remains valid and that any remedial work has been completed.



Smoke and Carbon Monoxide Alarms

- Install at least one smoke alarm on every storey used as living accommodation.
- Install carbon monoxide alarms in rooms containing a fixed combustion appliance (excluding gas cookers).
- Test alarms at the start of every tenancy.
- Maintain records of testing, maintenance and replacements.

Action: Test all alarms and replace faulty units immediately



Tenancy Deposit Protection (TDP)

- Protect deposits within a government-approved scheme within 30 days of receipt.
- Provide Prescribed Information to tenants within the same 30-day period.
- Retain evidence of compliance and scheme registration.

Action: Review deposit compliance and ensure all documentation has been served correctly.



Right To Rent Checks & ID Verification

- Verify a tenant's legal right to rent before occupation.
- Conduct follow-up checks where required.
- Retain copies of identification documents securely.

Action: Ensure all checks are completed and records are stored safely.



Property Licensing Requirements

- Confirm whether the property requires an HMO licence.
- Check for selective or additional licensing schemes in your local authority area.
- Renew licences before expiry.

Action: Review local authority licensing requirements annually.



Legionella Risk Assessment

Review the Following:

- Is water stored or left unused for extended periods?
- Are there little-used outlets or dead legs within the pipework?
- Is hot water reaching appropriate temperatures?
- Is cold water remaining sufficiently cold?
- Are there showers, tanks or system components that increase risk?

Action: Carry out a Legionella risk assessment, record findings and implement any required control measures.



Fire Safety Compliance

- Ensure escape routes remain unobstructed.
- Check fire doors where required.
- Review fire safety measures for HMOs and flats.
- Verify emergency lighting and fire detection systems where applicable.
- Ensure furniture complies with Furniture and Furnishings (Fire Safety) Regulations.

Action: Review fire safety measures and maintain records of inspections.



Prescribed Documents Checklist

Before or at the start of a tenancy, ensure tenants have received:

- Energy Performance Certificate (EPC)
- Gas Safety Certificate
- How to Rent Guide
- Deposit Prescribed Information
- EICR (where applicable)

Action: Maintain evidence that all required documents were served.



Damp and Mould Management

- Conduct regular inspections for signs of damp, condensation and mould.
- Respond promptly to tenant reports.
- Investigate root causes and implement remedial actions.
- Maintain records of complaints, inspections and repairs.

Action: Review damp and mould procedures and ensure issues are addressed without delay.



Check-In Inventory

- Prepare a detailed inventory before the tenancy starts.
- Include photographs, meter readings and descriptions of condition.
- Ensure the document is signed and dated.
- Retain records securely for the duration of the tenancy.

Action: Review inventory procedures and ensure all new tenancies are documented correctly.



Repairs and Maintenance

- Ensure the property remains safe, habitable and free from hazards.
- Conduct periodic inspections.
- Maintain records of repairs and tenant communications.
- Address maintenance issues promptly.

Action: Implement a routine inspection and maintenance programme.



Contractor Compliance

- Verify Gas Safe registration where gas work is undertaken.
- Verify NICEIC, NAPIT or equivalent accreditation for electrical contractors.
- Confirm contractors carry adequate insurance.

Action: Maintain an approved contractor register.



GDPR and Data Protection

- Store personal data securely.
- Restrict access to tenant information.
- Retain records only for as long as necessary.
- Dispose of personal data securely when no longer required.

Action: Review data protection procedures and record retention practices.



Insurance Review

Consider whether you have appropriate cover in place:

- Landlord Buildings Insurance
- Landlord Contents Insurance
- Property Owners' Liability Cover
- Rent & Legal Protection Cover

Action: Review insurance arrangements annually.



Renters' Rights Act Guidance

- Provide tenants with the official Renters' Rights Act Information Sheet
- Keep evidence showing when and how it was given to them
- Existing tenants must have received it by 31 May 2026
- For new tenancies, provide the required information at the start of the tenancy in line with current guidance

Action: Issue the official information sheet by the relevant deadline and retain proof that it was provided.

Conclusion

Regular compliance reviews help protect your property, satisfy legal obligations and support positive landlord–tenant relationships. By completing this audit annually and maintaining accurate records, landlords can significantly reduce the risk of penalties, disputes and avoidable costs.

This checklist is intended as a practical guide and should be reviewed alongside current legislation and professional advice where appropriate.

Information correct at the time of publication. Legal requirements may change and landlords should seek professional advice where necessary.

Annual Compliance Declaration

Property Address: _____

Landlord Name: _____

Date Reviewed: _____

Reviewed By: _____

Outstanding Actions:

Next Review Date: _____

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This information is correct at the time of writing; however, as the Renters' Rights Bill progresses through the courts, it remains subject to change. We recommend seeking legal advice from an authorised professional before making any decisions based on this guide.