Landlord Responsibilities Checklist: Your Complete Guide

When you're a DIY landlord, it's easy to worry you've missed something along the way. Tick off each legal requirement below for the part of the UK where your property is based so you stay compliant from day one.

Part 1: Before You Find Tenants

Before advertising your property or booking viewings, make sure you have permission to let it and meet all core safety and registration standards.

Done	Legal Responsibility & Regional Requirements
☐	**1) Make sure you have permission to let** Get approval before advertising: obtain consent to let or a buy-to-let mortgage from your lender, check leasehold restrictions or get a subletting licence from your freeholder, and check whether your council requires an HMO, Additional, or Selective licence (penalties up to £40,000 or a Rent Repayment Order apply).
☐	**2) Gas Safety Certificate (CP12)** Arrange an annual gas safety check by a Gas Safe-registered engineer across England, Wales, and Scotland. Give new tenants a copy of the current CP12 before move-in (and existing tenants within 28 days of each annual check). > **OpenRent support:** Book a Gas Safe engineer online; your digital CP12 is stored in your account with automatic renewal reminders.
☐	**3) Energy Performance Certificate (EPC)** Hold a valid EPC (10 years) before advertising and give tenants a copy before the tenancy starts. **England & Wales** require rating E or above unless exempt (fines up to £5,000); **Scotland** has no equivalent minimum rating for private lets. > **OpenRent support:** Book a fixed-price accredited energy assessor and have the EPC linked automatically to your account.
☐	**4) Electrical Installation Condition Report (EICR)** Inspect electrical installations every five years via a qualified electrician. In **England & Wales**, complete C1, C2, or FI remedial work within 28 days (or sooner if specified), give tenants a copy before move-in, and supply it to the council within 7 days if requested. In **Scotland**, the EICR must also cover landlord-supplied portable appliances (PAT). > **OpenRent support:** Order fixed-rate EICR and PAT inspections nationwide with digital certificates stored in your dashboard.
☐	**5) Smoke and carbon monoxide (CO) alarms** Fit working alarms, test them on move-in day, and repair or replace any faulty alarm reported by a tenant: • **England:** Smoke alarm on every storey used as living accommodation; CO alarm in any room with a fixed combustion appliance (gas cookers exempt). • **Wales:** Mains-powered, hardwired, interlinked smoke alarms on every storey; CO alarm in every room with a gas, oil, or solid-fuel appliance (including cookers and open fires). • **Scotland:** Interlinked alarms (mains or tamper-proof wireless): smoke alarm in living room and every hallway/landing, heat alarm in kitchen, and CO alarm wherever there is a carbon-fuelled appliance or flue.
☐	**6) Fire safety and furniture** Ensure landlord-supplied upholstered furniture (sofas, beds, mattresses, cushions) complies with the Furniture and Furnishings (Fire Safety) Regulations and bears a verifiable fire-safety label. Remove items made before 1988 or missing labels, and keep date-stamped photos of labels with your inventory.

Done	Legal Responsibility & Regional Requirements
☐	**7) Property and landlord registration** Check which registration scheme applies where your property is located: • **Scotland:** Register with your local council via the Scottish Landlord Register before letting your property. • **Wales:** Register yourself and your properties with Rent Smart Wales (self-managing landlords also need a licence and training). • **England:** The new 'Register your rental property' database opens 15th December 2026 in the West Midlands before rolling out nationwide; once open in your area, register within three months with property details, safety documents, and an annual fee (expected around £65/property). > **OpenRent support:** Keep all your key compliance documents, including gas safety certificates and EICRs, neatly organised in one place, ready whenever you need them.
☐	**8) Property standards and repairs** Keep the property safe, dry, ventilated, and habitable before advertising and throughout the tenancy: • **England:** Must be fit for human habitation (Landlord and Tenant Act 1985) and free from Category 1 hazards (damp, mould, excess cold) under the 21-risk HHSRS (civil penalties up to £40,000). • **Wales:** Must meet Fit for Human Habitation (FFHH) rules (Renting Homes (Wales) Act); contract-holders are exempt from rent while unfit and Section 173 notices are barred. • **Scotland:** Must meet the Repairing and Tolerable Standards; the First-tier Tribunal can issue Enforcement Orders or Rent Relief Orders reducing rent by up to 90%. > **OpenRent support:** Arrange a professional property condition check to create a date-stamped baseline record before a new tenancy.
☐	**9) Landlord building and contents insurance** Check if your buy-to-let mortgage requires specialist landlord buildings insurance (standard home insurance rarely covers tenanted homes), and consider landlord contents cover for carpets, appliances, or furniture you provide.

Part 2: After Finding Tenants

Once your tenants are lined up, complete these checks, contracts, and deposit steps before handing over the keys.

Done	Legal Responsibility & Regional Requirements
☐	**10) Right to Rent checks (England only)** In **England**, verify every adult occupier (18+) has the legal right to rent before the tenancy is granted—manually in person (British/Irish passports) or online via a Home Office share code. Keep time-stamped records for the whole tenancy plus 12 months after it ends (penalties up to £10,000 first breach, £20,000 repeat). Not required in Wales or Scotland. > **OpenRent support:** Tenant referencing includes tailored Right to Rent guidance based on the exact ID documents your applicants provide.
☐	**11) The tenancy agreement and written information** Issue the correct contract and statutory information for your nation: • **England:** Use a periodic assured tenancy with no fixed end date (max one month's rent in advance before start) and provide the mandatory **written statement of terms** before the tenancy begins. • **Wales:** Issue a written statement of the Standard Occupation Contract alongside the Renting Homes Information Sheet within 14 days of occupation. • **Scotland:** Use an open-ended Private Residential Tenancy (PRT) and supply the Scottish Government's statutory Easy Read Notes by the start date. > **OpenRent support:** Rent Now generates the correct, solicitor-approved contract with all mandatory written terms and digital signing.

Done	Legal Responsibility & Regional Requirements
☐	**12) Registering the security deposit and serving Prescribed Information** Protect the deposit in a government-approved scheme and serve the Prescribed Information and scheme leaflet within 30 days of receipt (caps: 5 weeks' rent in **England** if annual rent is under £50,000; 2 months' rent in **Scotland**; no cap in **Wales**). Non-compliance risks penalties up to 3× the deposit and restricts possession notices. > **OpenRent support:** Rent Now registers the deposit, serves signed Prescribed Information automatically, and logs time-stamped proof.
☐	**13) Inventory and Schedule of Condition** Record date-stamped photos, room-by-room notes, and initial meter readings on move-in day before handing over keys. Give tenants up to 7 days to flag discrepancies, then lock in a final signed copy from everyone to protect your position in deposit disputes. > **OpenRent support:** Book an independent accredited inventory clerk for a professional digital check-in report with online tenant sign-off.
☐	**14) Paying tax on rental income and Making Tax Digital** Declare net rental profits to HMRC: register by 5th October after the tax year you start letting and file/pay by 31st January. Under **Making Tax Digital for Income Tax**, landlords with qualifying income over £50,000 must keep digital records and submit quarterly updates via compatible software plus a final annual declaration. > **OpenRent support:** Rent Now tracks rent payments, issues digital receipts, and exports income and expense statements for your tax records.

> **All-in-One Compliance with OpenRent:** Manage advertising, referencing, contracts, deposit protection, safety certificates, and rent collection in one dashboard at **openrent.co.uk**.