

Tenant's
Documentation
Checklist



I/We,

The Landlord/s
Landlord's Agent

Of

Property Address

confirm that as of _____ the following has been provided to the Tenant(s) at or prior to the outset of the tenancy.

A completed tenancy agreement	
A privacy notice detailing the data protection policies of the Landlord and/or the Agent	
Gas Safety Certificate	
Energy Performance Certificate	
Smoke alarms have been fitted on every floor. Confirmation has been provided that they have been checked and are in working order at the outset of the tenancy.	
Confirmation that carbon monoxide alarms are fitted in every room with a solid fuel burning source. They have been checked and are in working order at the outset of the tenancy.	
Confirmation that right to rent checks were performed for all occupiers before signing the tenancy and the landlord/agent retains a copy of that proof.	
Confirmation that the deposit has been protected if already paid	
Confirmation that the prescribed information for the deposit scheme has been provided to the tenant and anyone who has paid towards the deposit	
The latest version of 'How to rent: a checklist for renting in England' has been provided where the property is in England.	
A completed check-in inventory	
An information pack detailing how to use any equipment provided by the landlord	

Landlord or Agent/s Signature/s _____

I/we the undersigned, confirm the above information to be true.

Tenant/s Name/s _____

Tenant/s Signature/s _____ Date _____