Private Landlord Checklist: A step-by-step guide   **Dec 2017**

PREPARATION	YES / NO
Ensure everyone named in the Title Deeds is Registered as a landlord—private landlords must register with their Local Authority to ensure that minimum legal requirements are met. You can register online at: www.landlordregistrationscotland.gov.uk	
Check the implications of renting your property for your mortgage and Tax purposes.	
Ensure you have correct landlord insurance in place for the property.	
Ensure you have an Energy Performance Certificate (EPC) that has been issued in the last 10 years.	
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).	
Check your property complies with the Repairing Standard — this sets condition and maintenance standards which landlords must adhere to. For more details *CLICK HERE*.	
Check if you need a HMO licence (mandatory licencing applies to houses or flats occupied by three or more unrelated people who share bathroom or kitchen facilities). For any queries on this, contact the HMO team on *08000 853 638.*	
Ensure the property has satisfactory provision for detecting and warning of fires. The Repairing Standard includes a duty to ensure that homes have smoke and heat detectors. This requires more than one alarm. All alarms must be interlinked and mains wired with battery back-up. For more details *CLICK HERE*.	
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 HERE*.	
All soft furnishings provided must meet fire safety standards.	
The Repairing Standard includes the duty for adequate Carbon Monoxide (CO detector(s) to be in each room where there is a gas appliance, excluding an appliance used solely for cooking. For more details *CLICK HERE*.	
Letting agents and landlords are obliged by law to carry out risk assessments for Legionnaire's disease, and implement any necessary measures.	
It is a legal requirement that all advertising of the property must include the Energy Performance Rating Certificate and Landlord Registration Number.	
Collate a list of contact details for trades people you trust should something go wrong with the property. For more details *CLICK HERE*.	
Ensure all certificates (Gas Safety, EPC, EICR) are photocopied and are present in the property for the tenant to inspect.	
Compile a detailed inventory and take meter readings. Remember the burden of proof will be upon you to evidence any claims on the deposit. Adequate time should also be given for the tenant to check and countersign the inventory. For more details *CLICK HERE*.	
If you are using a Letting Agent, make sure they are working towards the necessary training and qualifications required for their Letting Agent Registration. Agents must have submitted an application by the 30 September 2018. The Letting Agent Code of Practice sets out the standards all those doing letting agency work must meet. It comes into force on the 31 January 2018.	

STARTING THE TENANCY	YES / NO
On 1 December 2017 a new type of tenancy will come into force, called the Private Residential Tenancy, this will replace assured and short assured tenancy agreements for all new tenancies. To find out more information about the new tenancy please use the following links: https://rentingscotland.org/articles/new-private-residential-tenancy https://beta.gov.scot/publications/private-residential-tenancies-landlords-guide/ Here is a direct link to an explanatory video and also the website you can use to create a Scottish Government Model Tenancy Agreement: https://youtu.be/SCCPXaD88Ro https://www.mygov.scot/tenancy-agreement-scotland/	
Ensure your tenants have your contact details and know how to deal with disrepair issues which may occur, such as a broken boiler.	
Look around the property with your tenant(s). Show them where the stopcock is to turn off the water supply, how to switch off the electricity and how to reset the electricity if a fuse blows.	
Hand over a copy of the keys to the tenant - A Key Agreement form will ensure you have signed authorisation to retain keys to the property and clarify when these can be used.	
Put the deposit into a Tenancy Deposit Scheme within 30 working days of the deposit being taken and notify the tenant in writing which Scheme is holding their deposit.	
Let the Council know a tenant is moving in so they have the information for Council Tax purposes. Tell the tenant you have done this. ELECTORAL ROLL	
Arrange a visit in 3 months time to check the property and review things with the tenant.	
Consider joining a Landlord Accreditation Scheme or Association for ongoing guidance and support: *DUNDEE LANDLORD ACCREDITATION*, *LANDLORD ACCREDITATION SCOTLAND.*	
**Remember - Do you wish to rent your property to 3 or more unrelated persons? If YES this would be a House in Multiple Occupation. This means you will need to adhere to a more stringent set of guidelines and requirements and will require a licence in addition to your Landlord Registration. See our HMO Factsheet for more information, and the Guidance Notes for full details *HERE*.	

Contact your local Landlord Support Officer
Should you have any queries or concerns about any of the above, contact Laura:
Laura Fairlie—Private Landlord Support Officer, c/o Dundee City Council,
3 City Square, Dundee DD1 3BA
07496685928 / 01382 433236
laura.fairlie@dundeecity.gov.uk
-A resource for Private Landlords across the city to access free advice on good practice
 and legislative requirements.
-Guidance with accessing any appropriate grants and energy efficiency improvements.
-Liaison with tenants to help them access any necessary support or income maximisation.
-Access to other useful services and organisations.
-Dissemination of useful information and resources.
For free, impartial, advice and support.

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