

# New tenant checklist

21 steps to take DIY landlords from pre-tenancy to handing over keys. Read full checklist [here](#).

|                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1  | <b>Update your property photographs and description</b>   |
| <input type="checkbox"/> | 2  | <b>Advertise on your chosen platform</b>  |
| <input type="checkbox"/> | 3  | <b>Book add-on &amp; compliance services</b>  |
| <input type="checkbox"/> | 4  | <b>Screen your enquiries</b>  |
| <input type="checkbox"/> | 5  | <b>Review screening responses</b>   |
| <input type="checkbox"/> | 6  | <b>Arrange viewings</b>   |
| <input type="checkbox"/> | 7  | <b>Select a tenant, take holding deposit &amp; send 'how to rent' guide</b>   |
| <input type="checkbox"/> | 8  | <b>Pause your advert</b>  |
| <input type="checkbox"/> | 9  | <b>Reference your chosen applicant</b>  |
| <input type="checkbox"/> | 10 | <b>Share necessary documents</b><br>It should contain your <ul style="list-style-type: none"><li>- Energy Performance Certificate (EPC),</li><li>- Electrical Installation Condition Report (EICR),</li><li>- Gas safety certificate (CPI2),</li><li>- Inventory (if you already have one),</li></ul> |
| <input type="checkbox"/> | 11 | <b>Tenant signs tenancy agreement</b>   |
| <input type="checkbox"/> | 12 | <b>Receive Deposit and first rent</b>   |

|                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 13 | <b>Sign the tenancy agreement</b>  |
| <input type="checkbox"/> | 14 | <b>Protect deposit &amp; update your insurance</b>   |
| <input type="checkbox"/> | 15 | <p><b>Provide essential documents</b></p> <p>It is mandatory at this stage to have provided the following:</p> <ul style="list-style-type: none"> <li>- Energy Performance Certificate (EPC),</li> <li>- Electrical Installation Condition Report (EICR),</li> <li>- Gas safety certificate (CPI2),</li> <li>- Inventory (if you are not performing a walk through on move in day),</li> <li>- Tenancy agreement (AST) for the property,</li> <li>- Deposit protection certificate and prescribed information</li> <li>- How to rent checklist (England only)</li> </ul> |
| <input type="checkbox"/> | 16 | <b>Spruce up the property</b>  |
| <input type="checkbox"/> | 17 | <b>Perform check-in walk through/inventory</b>   |
| <input type="checkbox"/> | 18 | <b>Sign acknowledgement receipt</b>  |
| <input type="checkbox"/> | 19 | <b>Handover keys</b>   |
| <input type="checkbox"/> | 20 | <b>Set up direct debit</b>   |
| <input type="checkbox"/> | 21 | <b>Cancel property advert</b>  |