



# Compliance Checklist

## Fire Safety Order To be completed every 2 years

- Smoke and carbon monoxide alarms
- Access to escape routes
- Fire safe furniture and furnishings
- Fire extinguishers and blankets
- Fire risk Assessment

### Failure to be compliant

If you fail to complete your fire safety checks you could face an unlimited fine and/or up to 2 years in prison

## Gas Safety To be completed once a year

- Gas Safety Certificate
- Appliances, Lc Flues and Installation checks
- A copy of the gas safety certificate must be sent to tenant and local authorities within **28 days** of check

### Failure to be compliant

Standard fine of £6,000 for each failure

Insurance could be invalidated of non-compliance of the regulations

A criminal conviction for non-compliance which is a minimum of 6 months in prison

In most serious cases prosecution for manslaughter can be brought against you and would mean a court case

## Notice to vacate

- Ensure all relevant documents to allow notice have been issued: gas certificate, how to rent guide, EPC, Deposit registration
- Make sure that the eviction isn't retaliatory under section 33 of the Deregulation Act
- Ensure issue statutory two month notice to quit



## Electrical Safety

EICR report every 5 years or change of tenancy

- Ensure national standards are met
- Supply a copy of report to tenants **28 days** after receiving request for report
- Where the report shows that remedial or further investigation work is necessary this work needs to be completed within **28 days**, or shorter if specified in the report
- Ensure Electrical Installations in rented properties are inspected and tested by a qualified and competent person every **5 years** or when the tenancy changes.
- Supply written confirmation of the completion of remedial works from the electrician to the tenant and the local authorities within **28 days** of the completion of the works
- Supply local authorities with a copy of this report within **7 days** of receiving a request for a copy
- Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test

### Failure to be compliant

Fine of up to £30,000

If negligence results in death or injury, or you persistently fail to comply you are likely to face time in prison



## Legionella Risk Assessment

Every 2 years or when new tenancy begins

- Identify potential hazard and level of risk
- Identify who is at risk
- Putting adequate control measures in place to minimise risk
- Recording the findings of the assessment
- Reviewing the assessment as needed

### Failure to be compliant

While not a legal requirement in England and Wales in the same way that is expected of the EICR report or gas safety, landlords still have a general legal duty of care to protect the health and safety of their tenants. This includes ensuring their property's water is safe to drink and use.

## Tenancy Deposit protection Within 30 days of payment

- Landlords MUST give contact details to tenants for the DPS as well as details of the scheme

### **Failure to be compliant**

Tenants can claim up to 3 times the amount of the deposit from the landlord

## Right to rent checks All landlords have the responsibility to prevent those without lawful immigration status from accessing the private rented sector

- Check which adults will be living at the property
- Ask each of them for original documents that prove they can legally live in the UK
- Check their property documents to ensure that they have the right to rent residential property
- Make and retain copies of these documents, recording the date that the check was made

### **Failure to be compliant**

First fine: £500  
Further fines: £3,000

## Smoke and Carbon Monoxide Alarm To be checked the day tenants move in

- Landlords need to ensure that they meet the Decent Homes Standard and continue to maintain their homes to at least this standard.

### **Failure to be compliant**

Fined up to £5,000 **Per Breach**



**With comprehensive  
business analysis, we can  
help find the right  
compliance solutions to fit  
your portfolio.**

Ensure you issue statutory two month notice to quit



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