



# Annual Landlord Compliance Checklist

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## Purpose of This Checklist

This annual “compliance MOT” helps landlords make sure their property remains safe, legal, and well maintained throughout the year.

You can complete this once a year or at the start of each new tenancy.

## Your Key Responsibilities

### 1. Safety Certificate Review

- Gas Safety Certificate in date
- EICR valid (check expiry year)
- EPC valid (check 10-year expiry)
- Boiler serviced
- PAT testing completed (if applicable)

### 2. Fire Safety Review

- Smoke alarms functioning
- CO alarms functioning
- Escape routes clear
- Furniture meets fire safety regulations
- Fire doors operating correctly (HMOs)
- Fire alarm panel tested (HMOs)
- Emergency lighting tested (HMOs)



### **3. Property Condition Review**

- Damp/mould check
- Ventilation check
- Roof/gutters inspection
- Windows/locks tested
- Water system flushed (long vacancies)
- Legionella risk assessment updated

### **4. Documentation Review**

- Tenancy agreement stored safely
- Deposit protected and PI stored
- Insurance renewed (landlord/contents)
- Licensing up to date (HMO or selective)
- Contractor certificates up to date

### **5. Administrative Tasks**

- Tenant contact details updated
- Emergency contact information verified
- Rent ledger checked
- Arrears follow-up (if any)
- Renewal dates diarised
- Maintenance schedule updated



## Practical Timeline

Task	When
Gas safety	Annually
Boiler service	Annually
EPC	10 years
EICR	5 years
Fire safety checks	Regularly / monthly (HMOs)
Legionella	Annually
Licence renewal	5 years



## Common Mistakes Landlords Make

- Only reacting when tenants report issues.
- Forgetting licensing renewal dates.
- Not keeping documentation organised.
- Neglecting inspections in single lets.
- Not logging minor repairs that become major.

## Quick Compliance Checklist

- All certificates valid
- Fire safety tested
- Property inspected
- Insurance updated
- Licensing checked
- Documentation organised