



Documents to Give Tenants at the Start of a Tenancy

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What the Law Requires

Before tenants move in, landlords must provide a number of **legally required** documents.

Failure to provide these can invalidate a Section 21 and place you in breach of regulations.

This guide covers **mandatory documents**, as well as **recommended best-practice documents** that protect you during the tenancy.

Your Key Responsibilities

1. Legally Required Documents

You must give the tenant the following before or on the day of move-in:

Gas Safety Certificate (CP12)

- Must be provided before move-in
- Must be renewed annually

Electrical Installation Condition Report (EICR)

- Must be provided before move-in
- Valid for up to 5 years

Energy Performance Certificate (EPC)

- Must be provided before move-in
- Must meet minimum E rating



How to Rent Guide (latest version)

- Must be the government's current edition
- Must be given digitally or printed

Prescribed Information (deposit)

- Must be given within 30 days
- Includes scheme leaflet and deposit confirmation

Deposit Protection Certificate

- Proof the deposit has been protected in an approved scheme

HMO Licence (if applicable)

- If the property is a licensable HMO
- A copy must be provided to tenants

2. Highly Recommended Documents

These reduce disputes and protect your position legally.

Tenancy Agreement

- Signed by all parties
- Exact rent, dates, terms, responsibilities

Inventory and Schedule of Condition

- Dated document with photos
- Signed by tenant at move-in
- Vital for deposit disputes

Welcome Pack / Key Information Sheet

Includes:

- How to report repairs
- Emergency contacts
- Appliance manuals
- Waste collection schedule
- Meter location and instructions



Smoke & CO Alarm Test Record

- Must be tested on the first day of tenancy
- Written confirmation protects you legally

Key Receipt Log

Record of all keys given:

- Front door
- Back door
- Windows
- Postbox
- Fobs
- Parking permit

Practical Timeline

Action	When
Provide CP12, EICR, EPC	Before move-in
Provide How to Rent Guide	Before move-in
Provide PI & deposit certificate	Within 30 days
Inventory completed & signed	Day of move-in
Smoke/CO alarm tests	First day of tenancy



Common Mistakes Landlords Make

- Not sending the latest How to Rent Guide.
- Thinking agents automatically provide all documents.
- No inventory → losing deposit disputes.
- Forgetting to keep evidence of document delivery.
- Not testing smoke/CO alarms on move-in day.

Quick Compliance Checklist

- Gas Safety Certificate provided
- EICR provided
- EPC provided
- How to Rent Guide sent (latest version)
- Deposit protected & PI served
- Inventory completed & signed
- Keys logged
- Alarm tests recorded