The Independent Landlord
On-going Compliance Checklist

Date

Property address

Compliance steps

Annual Gas Safety Certificate and boiler service	More info	☐
Electrical Installation Condition Report (EICR) every 5 years	More info	☐
Provide signed copy of new GSC (and EICR if relevant) to tenants	More info	☐
Portable Appliance Testing each year (can do yourself)	More info	☐
Renew registration with ICO annually	More info	☐
Annual check to see if selective or additional licensing introduced	More info	☐
Check if right to rent expired (not British or Irish citizens)	More info	☐

Inspections / maintenance visits

Carry out visit at least every 6 months (more for HMOs)	More info	☐
Annual check of smoke and carbon monoxide alarms	More info	☐
Send copy of inspection report and/or list of actions to tenant	More info	☐
Follow up on actions after inspection/maintenance visit	More info	☐

Other

Review rent annually	More info	☐

Comments

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