

Landlords to do list when letting a property within the UK

| <b>To do List:</b>                                       | Your<br>Checklist        | Instruct<br>Harlands                | <b>To do List:</b>                                     | Your<br>Checklist        | Instruct<br>Harlands                |
|--|--------------------------|-------------------------------------|--|--------------------------|-------------------------------------|
| <b>Step 1</b> Value your Property                        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 19</b> Pursue Rent Arrears                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 2</b> Take Photos of your Property               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 20</b> Carry out Inspections                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 3</b> Market your Property                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 21</b> Deposit Return Negotiation              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 4</b> Erect to Let Boards                        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 22</b> Transfer of Utilities                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 5</b> Prepare Advert Brochure                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 23</b> Obtain Gas Safety Certificate           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 6</b> Undertake Viewings                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 24</b> Obtain Energy Performance Certificate   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 7</b> Consider Offers                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 25</b> Organise Minor Repairs                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 8</b> Obtain Employer's Reference                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 26</b> Deal with Disputes (e.g Neighbour)      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 9</b> Obtain Landlord's Reference                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 27</b> Provide 24hr Emergency Service          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 10</b> Undertake Right to Remain in the UK Check | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 28</b> Make payment of Property Outgoings      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 11</b> Draft Tenancy Agreement                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 29</b> Organise End of Tenancy Cleaning        | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 12</b> Deposit Registration                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 30</b> Organise Inventory Check-Out            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 13</b> Serve Deposit Certificate                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 31</b> Organise HMRC Returns                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 14</b> Setup Direct Debit Mandate                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 32</b> Issue Legal Notices if Required         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 15</b> Collect Rent Every Month                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 33</b> Seek Rent Arrears if Required           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 16</b> Keep Rent Records Organised               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 34</b> Hire Solicitor for Eviction if Required | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 17</b> Organise Repairs & Maintenance            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 35</b> Organise Repairs end of Tenancy         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Step 18</b> Obtain Inventory Make & Check-In Report   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Step 36</b> Restart Process from Step 1             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |