ESTATE AGENCY LAUNCH PROGRAMME · THE LETTINGS EQUIVALENT: REFERENCING TO MOVE-IN

Lettings move-in compliance checklist

The legal boxes to tick before a tenant moves in. This is a signpost to what must be in place, not advice, so get the detail right and take proper guidance.

01 Signpost, take advice

Every item below is regulated. Treat this as a map of what has to be in place, confirm the current rules, and take proper advice before you rely on it.

- [ ] Deadlines here are hard and the penalties are real. When in doubt, check with the scheme, the Home Office code, or a solicitor.

02 Right to Rent

England. Check every adult who will live in the property before the tenancy starts.

- [ ] Verify the Right to Rent status of every adult occupier, following the Home Office code.
- [ ] Keep dated copies of the documents or share-code checks you relied on.
- [ ] Diarise any follow-up check where someone has a time-limited right.

03 Deposit protection and fees

The 30-day clock and the fee cap are where new agents most often slip.

- [ ] Protect the deposit in a government-approved scheme: DPS, mydeposits or TDS.
- [ ] Serve the prescribed information within 30 days of receiving the deposit. Missing it risks penalties of up to three times the deposit.
- [ ] Cap the deposit at five weeks' rent where annual rent is under £50,000.
- [ ] Charge only the permitted fees under the Tenant Fees Act. Most others are banned.

04 Safety certificates before move-in

These must be in place before the tenant moves in, not chased afterwards.

- [ ] A current annual Gas Safety record (CP12) where there is gas.
- [ ] An EICR for the electrics, renewed at least every five years.
- [ ] Working smoke alarms and a carbon monoxide alarm where required.

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- [ ] A valid EPC. Minimum band E applies for now, but check the current MEES position as a rise toward band C is progressing.

05 Renters' Rights Act 2025 (in force)

In force since 1 May 2026. The old fixed-term and Section 21 model no longer applies.

- [ ] Tenancies are periodic assured tenancies. There are no fixed-term assured shorthold tenancies to grant.
- [ ] Section 21 no-fault eviction is abolished. Do not build any process around it.
- [ ] You cannot collect rent before the tenancy agreement is signed.
- [ ] Confirm the current position with the scheme or a solicitor, as guidance is still bedding in.

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