

Comprehensive **Checklist** for UK HMO Landlords: Safety Certifications & Record-Keeping

1. Gas Safety

-  **Annual Gas Safety Check:** Conducted by a Gas Safe registered engineer.
 -  **Gas Safety Certificate (CP12):** Issued within 28 days of inspection.
 -  **Tenant Copies:** Provide certificates to tenants within 28 days of issuance.
 -  **Record Retention:** Keep certificates for **at least 2 years**.
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2. Electrical Safety

-  **Electrical Installation Condition Report (EICR):** Renewed every **5 years** by a qualified electrician.
 - Address **C1 (danger present)** or **C2 (potentially dangerous)** issues immediately.
 -  **Portable Appliance Testing (PAT):** Annual testing for all landlord-provided appliances (e.g., microwaves, kettles).
 -  **Tenant Copies:** Provide EICR and PAT records to tenants within 28 days.
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3. Fire Safety

-  **Fire Risk Assessment (FRA):** Conducted by a competent person. Reviewed **annually** or after significant changes (e.g., layout, occupancy).
-  **Smoke Alarms:**
 - Install interlinked, mains-powered alarms on **every floor**.
 - Test alarms **monthly**; document results.
-  **Carbon Monoxide (CO) Alarms:**
 - Install in rooms with **fixed combustion appliances** (e.g., gas boilers, fireplaces).
 - Test at the start of each tenancy.
-  **Fire Equipment:**
 - Provide **fire extinguishers/blankets** in shared kitchens.
 - Service equipment **annually**.
-  **Fire Doors:**
 - Inspect every **6 months** for self-closing mechanisms and damage.
-  **Escape Routes:** Ensure clear and unobstructed; check **quarterly**.

-  **Tenant Instructions:** Provide written fire safety guidance (e.g., evacuation plans).
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4. Energy Performance Certificate (EPC)

-  **Valid EPC:** Minimum rating **E** or above.
 -  **Renewal:** Every **10 years**.
 -  **Tenant Copies:** Provide at tenancy start.
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5. HMO License

-  **Valid License:** Issued by the local council (renew every **1–5 years**, depending on council).
 -  **Display:** Prominently show the license in the property.
 -  **Compliance:** Adhere to all license conditions (e.g., occupancy limits, room sizes).
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6. Additional Certifications & Checks

-  **Legionella Risk Assessment:** Conducted annually or when water systems change.
 -  **Asbestos Survey:** Required for properties built **pre-2000**; manage risks if asbestos is present.
 -  **Furniture Compliance:** Ensure all provided furniture meets **Fire Safety Regulations 1988** (look for permanent labels).
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7. Record-Keeping & Administration

-  **Digital & Physical Copies:** Store all certificates securely (e.g., cloud storage + hard copies).
 -  **Renewal Reminders:** Use calendar alerts for expiring certifications.
 -  **Tenant Communication:** Provide copies of all safety documents at tenancy start and upon renewal.
 -  **Local Council Updates:** Notify authorities of HMO/license changes (e.g., tenant turnover, structural updates).
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8. Additional Compliance

-  **How to Rent Guide:** Provide the latest government guide at tenancy start.
-  **Deposit Protection:** Secure deposits in a government-approved scheme.
-  **Right to Rent Checks:** Verify tenant immigration status.
-  **Local Regulations:** Confirm extra requirements with your council (e.g., bin storage, room sizes).

Key Notes:

-  **Penalties:** Non-compliance can result in fines up to £30,000, prosecution, or revoked HMO licenses.
-  **Inspections:** Schedule regular property inspections to ensure ongoing compliance.

Template Download: Use tools like [Lendlord.io](https://lendlord.io) for automated reminders and document storage.

Always consult a qualified professional or local council for specific guidance.