

# Assured Shorthold Tenancy

## *AST Checklist*

### Documentation

- Has the Energy Performance Certificate (EPC) has been given to the tenant?
- Has the Gas Safety Certificate been given to the tenant?
- Has the tenant been provided with the 'How To Rent: The Checklist For Renting In England'?
- Has the tenant been provided with a copy of the tenancy agreement?
- Have both parties signed a copy of the tenancy agreement?

### Deposit

- Have you taken deposit from tenant?
- Have you placed the deposit in a recognised and approved deposit protection scheme?
- Have you given the tenant the prescribed information relating to the deposit has been provided to the tenant? Please see 'Prescribed Information' on the Document Centre which can be used to pass the necessary information on to the tenant.

### Right To Rent

- Have you checked all occupants aged 18 and over have the right to rent, including those not named on the tenancy agreement or where the tenancy is not in writing?

### Safety

- Is there at least one smoke alarm installed on every storey of the property which is used as living accommodation?
- Is there a carbon monoxide alarm in any room used as living accommodation where solid fuel is used?
- Is gas equipment and electrical equipment is safely installed and maintained?

### Licensing

- If the property is in Wales, do you have a landlord's license from the local authority?
- If the property is categorised as a house in multiple occupation (HMO), do you have a licence from the local authority? A House in Multiple Occupation is a rental property where more than three people, who do not form one 'household' (e.g. a family or a couple) live in the same property and share the facilities such as the kitchen and bathroom.