



## The Strawberry Landlord's Checklist

### When preparing to let make sure that:-

- You have received consent to let from the mortgage company, head lease and buildings & contents insurer
- Inland revenue have been informed of your intention to let
- Gas safety inspections, fixed wire and portable appliance tests are complete and certificates obtained
- Smoke alarms have been fitted within the property and are in good working order
- Any working chimneys have been swept and tested
- The Energy Performance Certificate survey has been completed

### Before viewings commence:-

- Finish off any maintenance required at the property
- Ensure that the décor is in generally good condition throughout
- Have carpets, flooring and soft furnishings cleaned (professionally if you have had pets) or replaced
- Wash down woodwork including doors and skirtings and clean door handles, plugs, sockets and light fittings
- Ensure that curtains are hanging correctly and are opened and any blinds are dusted
- Check that all lights have working bulbs and that light fittings are free from dust
- Clean all windows both inside and outside
- Thoroughly clean all items of sanitary ware and ensure plugs and drains are blockage free
- Clean showerheads and shower curtains and check seals around baths and shower trays to avoid leakage
- Make the entrance as inviting as possible, ensuring garden is tidy, lawn is mown and borders are weed free

### Before your tenant moves in:-

- Remove all of your own possessions or anything not to be included in the let
- Ensure all rubbish has been removed from the house, garden, garage etc. and no food items have been left
- Check that all appliances in the property are clean and switched off
- Replace the filter in the cooker hood and leave note as to where tenant can purchase similar for check out
- Leave clean linen washed and folded on each appropriate bed (mattress protectors are also advised)
- Leave the loft unlocked even if you are leaving items in there as emergency access may be required
- Arrange redirection of mail
- Close all existing utility accounts and submit final readings and forwarding address to relevant companies
- Cancel your TV license
- Advise the local council tax authority and water supply company of the new tenants details
- Compile a full and comprehensive property inventory (included within the Strawberry management service)
- Prepare a list of emergency contact details and/or preferred contractors
- Compile a property file with all appliance manuals/operating instructions etc.
- Set the heating to come on for 2 hours am and 2 hours pm during the months of October - March
- Make 3 full sets of keys available to Strawberry