

PREPARATION	YES / NO
Ensure everyone named in the Title Deeds is Registered as a landlord—private landlords must register with their Local Authority to ensure that minimum legal requirements are met. You can register online at: www.landlordregistrationscotland.gov.uk	
Check the implications of renting your property for your mortgage and Tax purposes.	
Ensure you have correct landlord insurance in place for the property.	
Ensure you have an up to date Energy Performance Certificate (EPC)	
Ensure you have an up to date landlord's Gas Safety Certificate (this must be provided by an approved Gas Safe Engineer within the last 12 months).	
Check your property complies with the Repairing Standard — this sets condition and maintenance standards which landlords must adhere to.	
Check if you need a HMO licence (mandatory licencing applies to houses or flats occupied by three or more unrelated people who share bathroom or kitchen facilities).	
Ensure the property has satisfactory provision for detecting and warning of fires. The Repairing Standard includes a duty to ensure that homes have smoke and heat detectors. This requires more than one alarm. All alarms must be interlinked and mains wired with battery back-up.	
It is a legal requirement to provide an Electrical Installation Condition Report (EICR). As part of the EICR you must ensure all electrical appliances have undergone Portable Appliance Testing (PAT tested).	
All soft furnishings provided must meet fire safety standards.	
The Repairing Standard includes the duty for adequate Carbon Monoxide (CO detector(s) to be in each room where there is a gas appliance, excluding an appliance used solely for cooking.	
Letting agents and landlords are obliged by law to carry out risk assessments for Legionnaire's disease, and implement any necessary measures.	
It is a legal requirement that all advertising of the property must include the Energy Performance Rating Certificate and Landlord Registration Number.	
Collate a list of contact details for trades people you trust should something go wrong with the property.	
Ensure all certificates (Gas Safety, EPC, EICR) are photocopied and are present in the property for the tenant to inspect.	
Compile a detailed inventory and take meter readings. Remember the burden of proof will be upon you to evidence any claims on the deposit. Adequate time should also be given for the tenant to check and countersign the inventory.	
<p>If you are using a Letting Agent, make sure they are working towards the necessary training and qualifications required for their Letting Agent Registration. Agents must have submitted an application by the 30 September 2018.</p> <p>The Letting Agent Code of Practice sets out the standards all those doing letting agency work must meet. It comes into force on the 31 January 2018.</p>	