

HouseComply

CHECKLIST · FREE GUIDE

THE AUDIT-READY EVIDENCE PACK

A one-property checklist so an audit is a non-event

HIC

housecomply.co.uk

We organise and evidence the property's condition and produce the audit-ready pack.

Why We Made This

When an audit letter lands, the panic isn't about whether you've done the work. It's about whether you can lay your hands on the proof. We built this so the evidence a compliance lead needs is organised and to hand, per property, before anyone asks.

Most tools track whether your paperwork exists. This is about the property itself: what you've checked, when, and where the proof sits. The final decision still sits with the council or inspector. Your job is to have the record organised and to hand.

How To Use This

Keep one pack per property. Give every item a date, the name of who captured it, and a link or location for the file. If it isn't dated and filed, treat it as missing.

The Pack, Item By Item

Property and tenancy

- ☐ Full address and unit reference
- ☐ Current tenancy agreement, signed and dated
- ☐ Tenant contact details, kept current
- ☐ Licence or registration reference for the property, where one applies
- ☐ Deposit protection certificate and prescribed information

Gas

- ☐ Current gas safety record, dated within the last 12 months
- ☐ Copy issued to the tenant, with the date it was sent
- ☐ Engineer's registration number recorded
- ☐ Any remedial actions closed off, with evidence

Electrical

- ☐ Current electrical installation condition report
- ☐ Date of the report and the date the next one is due
- ☐ Any C1, C2 or FI items shown as remedied, with evidence
- ☐ Appliance test records for anything you supply

Fire and alarms

- ☐ Smoke alarm on every storey, checked and dated
- ☐ Carbon monoxide alarm by every fixed combustion appliance, checked and dated
- ☐ Fire doors and escape routes photographed and noted
- ☐ Furniture fire-safety labels recorded where furniture is supplied

Energy

- ☐ Current EPC and its expiry date
- ☐ Rating recorded against the minimum standard that applies

Damp, mould and repairs

- ☐ Latest inspection photos of every room, dated
- ☐ Any damp or mould logged, with the action taken and the date
- ☐ Open repairs listed, with who's on them and when they're due

Water and health hazards

- ☐ Legionella risk recorded and reviewed
- ☐ Any hazard flagged on inspection, with the follow-up noted

Right to rent and documents

- ☐ Right to rent checks recorded, England
- ☐ How-to-rent guide issued, with the date

A Mock Audit, Walked Through

Here's how a real audit tends to go, and how a good pack answers each question without a scramble.

- Auditor asks: show me the current gas record for this property. Your evidence answers: the dated record, plus the date it was sent to the tenant, both filed against the address.
- Auditor asks: this electrical report has a C2 on it, what happened? Your evidence answers: the remedial job, the invoice or sign-off, and the date it was closed, tied to the report.
- Auditor asks: when did you last inspect, and what did you find? Your evidence answers: the dated photos of every room and the log of anything flagged, with the action against it.
- Auditor asks: a tenant reported mould in March, show me the trail. Your evidence answers: the report date, the inspection photos, what you did, and the after shots, start to finish with no gap.
- Auditor asks: prove the alarms worked at the start of the tenancy. Your evidence answers: the dated test log from day one.

If you can answer each of those in seconds, the audit is a non-event. That's the whole aim.

Red Flags That Get You Picked Apart

Auditors look for the same soft spots every time. Watch these.

- Undated evidence. A photo with no date proves nothing about when the condition was true.
- A gap in a trail. A reported issue with a first visit but no close-out reads as unfinished.
- Certificates but no remedials. A report showing faults with nothing to show they were fixed.
- Records in three places. Photos on a phone, certs in an inbox, notes on paper is the slow, exposed setup.
- Write-ups done from memory. The tidy version typed a week later is the one you can't stand behind.
- No owner on an open repair. If nobody's named, it's the one that slipped.

Keep It Audit-Ready

Set a reminder against every dated item so nothing lapses quietly. Re-photograph each property on a set cycle, not just when something breaks. File as you go, not the night before. One place, everything dated, nothing missed.

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HOW HOUSECOMPLY HELPS YOU

The inspection becomes the finished report at one button, so the pack's already built when the auditor calls.

The scramble happens because the evidence lives in too many places. We keep it in one, built as you inspect.



Time back.

No fortnight of digging when the letter comes.



Nothing missed.

The inspection won't finish with a room or an item left blank.



Audit-ready as you go.

Every photo dated, named and tied to its property automatically.



Grows with the team.

One organised pack per property, whoever did the visit.

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THE POINT

Want To See It On One Of Yours?

We'll set your first property up inspection-ready, free. See a sample report: <https://www.housecomply.co.uk/property-compliance-report-sample.html>. No pitch, just a look.

The screenshot shows the HouseComply dashboard for a property named '58 Pen-y-Bryn'. The dashboard is divided into several sections:

- NAVIGATE:** A sidebar menu with links to Home, Properties, Inspections, Audits, and Account.
- Property details:** A table showing property information such as Type (Bungalow), Tenure (Private rented), Bedrooms (---), and more.
- Compliance & evidence:** A section listing various compliance requirements and their status. It includes a table with columns for the requirement, the document on file, the declared expiry date, and an 'upload cert' button. The requirements listed are Gas Safety, EICR (electrical), EPC, Fire Risk Assessment, and Smoke / CO alarms.
- Documents on file:** A list of documents uploaded to the system, including EICR, Fire Risk Assessment, Gas Safety, and Smoke & CO Alarm Record.
- Inspection history:** A section showing the history of inspections, with a message stating 'No inspections on record yet'.

Set your first property up free →

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Built by HouseComply. We help you organise and evidence the property's condition and produce the audit-ready pack. The statutory decision stays with the council.