

# HouseComply

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CALENDAR · FREE GUIDE

## THE LANDLORD'S COMPLIANCE CALENDAR

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Every date that matters for a rented property, on one page

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[housecomply.co.uk](https://housecomply.co.uk)

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

## Why We Made This

The dread isn't the paperwork, it's not knowing whether you're already behind. Landlords tell us the rules never sit still and it's easy to lose track of what's due when. So we put the recurring dates in one place, with room to write your own dates next to them, so you can stop guessing.

It covers England and Wales. It's a prompt, not a ruling. The final decision on any property stays with the council or inspector.

## How To Use This

For each item, write in the last date it was done and the next date it's due. Set a reminder two months ahead of each renewal, not the week of. One page per property works best. The why line tells you what's at stake if it slips.

## Every Year

- ☐ Gas safety record renewed, due within 12 months of the last one. Issue the copy to the tenant and log the date.

Why it matters: no valid record and you can't legally let, and it's the first thing anyone asks to see.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Portable appliance checks on anything you supply, reviewed.

Why it matters: supplied appliances are your responsibility, and a fault is your liability.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ A written check of your smoke and carbon monoxide alarms, on top of testing at the start of each tenancy.

Why it matters: alarms are the cheapest thing to get right and the worst thing to get wrong.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

## Every Few Years

- ☐ Electrical installation condition report, renewed at least every 5 years, or sooner if the report says so.

Why it matters: an out-of-date report is a clear, easy finding against you.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ EPC, valid for 10 years, but check the rating still meets the minimum standard that applies.

Why it matters: the minimum standard is tightening, so a valid EPC isn't always a compliant one.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Legionella risk, reviewed periodically or when the system changes.

Why it matters: it's a duty people forget until they're asked to show they considered it.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

## Rent Smart Wales, Wales

- ☐ Landlord registration, renewed every 5 years.

Why it matters: an expired registration puts your right to let in question.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Licence, if you manage yourself, renewed every 5 years.

Why it matters: managing without a current licence is an offence, not a slip.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Training kept in date so the licence holds.

Why it matters: the licence stands on the training, so let one lapse and both go.

Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Property details on the register kept current when anything changes.

Why it matters: a wrong register entry is an avoidable mark against you.

Last checked: \_\_\_\_\_ Next review: \_\_\_\_\_

## Every New Tenancy

- ☐ Right to rent checks completed, England.

Why it matters: get it wrong and the penalty lands on you, not the tenant.

Date done: \_\_\_\_\_

- ☐ Deposit protected within the deadline and prescribed information served.

Why it matters: miss it and you can lose the right to serve notice, plus a penalty.

Date done: \_\_\_\_\_

- ☐ How-to-rent guide issued, England, with the date.

Why it matters: no proof it was served can block a Section 21 down the line.

Date done: \_\_\_\_\_

- ☐ Gas record, EPC and electrical report handed over.

Why it matters: handing them over is part of doing it properly, not just holding them.

Date done: \_\_\_\_\_

- ☐ Alarms tested on day one and the test logged.

Why it matters: the log is your proof they worked at the start of the tenancy.

Date done: \_\_\_\_\_

## Renters' Rights Act, England: Moving Targets To Watch

- ☐ New rules on how and when you can review a tenancy. Diarise the notice periods that apply.
- ☐ The move to periodic tenancies. Check your process still fits.

- ☐ The property standard that applies to your homes, and the inspection cycle you'll run to stay on top of it.

Dates here are shifting as the Act beds in. Check the current position before you rely on any one date.

## Ongoing

- ☐ Routine inspections on a set cycle, dated and photographed, not just when something breaks.

Why it matters: a photographed history is what turns your word into evidence.

Cycle: \_\_\_\_\_ Last done: \_\_\_\_\_ Next due: \_\_\_\_\_

- ☐ Repairs logged with an owner and a due date.

Why it matters: an open repair with no owner is the one that comes back to bite.

- ☐ Every certificate filed in one place the day it's issued.

Why it matters: scattered certificates are the reason audits take a fortnight.

## The Point

A gap you find is a job. A gap the inspector finds is a problem. Put the dates on the wall, get ahead of them, and the audit letter stops being a shock.

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HOW HOUSECOMPLY HELPS YOU

# The inspection becomes the finished report at one button, and the pack's already built when the audit letter comes.

A wall calendar tells you what's due. It doesn't chase it, and it can't prove you did it. That's where we come in.



## **Time back.**

The dates track themselves, so you're not the reminder any more.



## **Nothing missed.**

Renewals flag before they lapse, not after.



## **Audit-ready as you go.**

Each certificate filed against its property the day it lands.



## **Grows with the team.**

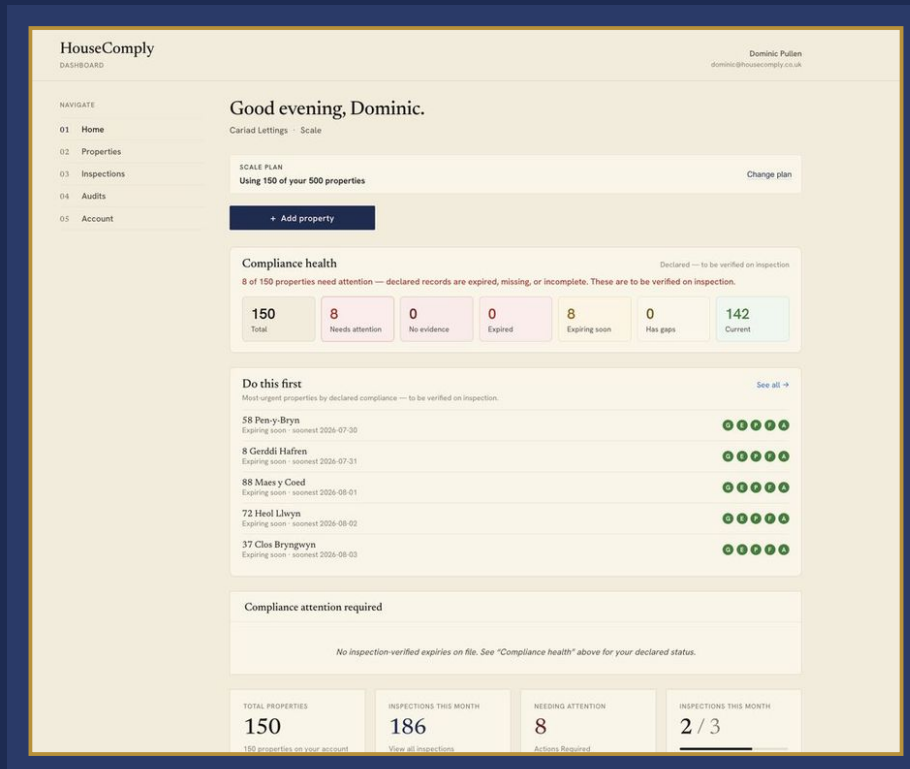
One shared view across the whole portfolio, not a drawer per landlord.

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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.



Set your first property up free →

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