



Landlord Checklist: Preparing for the 1st May Renters' Rights Changes

This checklist is designed to help EMPO members and landlords across the East Midlands prepare their properties, documentation and tenancy management processes for the changes taking effect from 1st May under the Renters' Rights reforms.

It is intended as a practical guide only. For detailed guidance, template documents and updates, visit the **EMPO Renters' Rights Hub**.

1. Review Your Current Tenancies

Audit your portfolio:

- ☐ List all properties and tenancy types (fixed term, periodic, HMOs, etc.)
- ☐ Check tenancy start dates and renewal dates
- ☐ Identify which tenancies may be affected by the new provisions
- ☐ Review any upcoming possession actions or notices

Key action: Ensure you understand how the changes apply to both new and existing tenancies.

2. Update Tenancy Agreements & Documentation

- ☐ Review existing tenancy agreement templates
- ☐ Remove or amend clauses that may no longer be compliant
- ☐ Ensure rent review clauses reflect the new framework
- ☐ Check deposit clauses align with current deposit protection requirements
- ☐ Update prescribed information documents where required

Tip: Only use up-to-date, legally reviewed templates — EMPO members can access compliant documentation via the Renters' Rights Hub.

3. Check Your Possession Processes

- ☐ Review current understanding of grounds for possession
- ☐ Ensure notice procedures reflect the updated legal position
- ☐ Confirm documentation standards for serving notices
- ☐ Keep clear written records of communication and property issues

Important: Do not rely on outdated guidance or templates. Ensure any notices issued after 1st May comply fully with the new framework.

4. Review Rent Setting & Increases

- ☐ Ensure rent levels are clearly documented
- ☐ Check procedures for future rent increases
- ☐ Maintain evidence supporting market rent levels
- ☐ Ensure all communications with tenants are clear and transparent

Landlords should ensure rent reviews follow the updated statutory process and are properly documented.

5. Property Standards & Compliance

Now is a good time to carry out a full compliance review:

- ☐ Gas Safety Certificate (in date)
- ☐ Electrical Installation Condition Report (EICR) valid
- ☐ EPC compliant with current minimum standards
- ☐ Smoke and CO alarms installed and tested
- ☐ HMO licensing (if applicable)
- ☐ Selective or additional licensing requirements (check with your local authority)

East Midlands landlords should confirm requirements with their local council (e.g. Nottingham, Leicester, Derby, Lincoln, Northampton and surrounding districts).

6. Complaints & Communication Procedures

- ☐ Implement or review a written complaints procedure
- ☐ Ensure tenants know how to report repairs
- ☐ Keep written records of maintenance reports and responses
- ☐ Respond to issues promptly and professionally

Clear documentation will be increasingly important under the new framework.

7. Property Management & Letting Agents

If you use an agent:

- ☐ Confirm they are aware of the 1st May changes
- ☐ Ask how they are updating processes
- ☐ Check your management agreement
- ☐ Ensure compliance responsibility is clearly defined

Remember: legal responsibility ultimately rests with the landlord.

8. Insurance & Financial Planning

- ☐ Inform your insurer of any relevant tenancy changes
- ☐ Check legal expenses cover
- ☐ Review contingency funds for longer possession timelines (if applicable)
- ☐ Assess portfolio risk and sustainability

Good financial planning reduces exposure to unexpected delays or disputes.

9. Record Keeping & Evidence

Going forward, robust record keeping will be essential.

- ☐ Keep signed tenancy agreements
- ☐ Maintain inventory and check-in/check-out reports
- ☐ Store safety certificates securely
- ☐ Log repair requests and completion dates
- ☐ Keep copies of all tenant correspondence

Digital record systems are strongly recommended.

10. Stay Informed

The legislation and associated guidance may continue to evolve.

- ☐ Monitor official government guidance
 - ☐ Attend EMPO briefings and webinars
 - ☐ Download updated factsheets
 - ☐ Use EMPO's model documents
 - ☐ Seek professional advice when needed
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Next Steps for EMPO Members

The Renters' Rights reforms represent a significant structural change to the private rented sector. Preparation, documentation and proactive management will help ensure compliance and reduce risk.

For:

- ✓ Updated factsheets
- ✓ Compliant tenancy templates
- ✓ Legal updates
- ✓ Regional briefings for East Midlands landlords
- ✓ Practical guidance and FAQs

Visit the **EMPO Renters' Rights Hub**.