



Self-assessment check-list

To achieve Bronze

1	Is your property free of Cat 1 & High Cat 2 Hazards?	Y/N
2	Have you in place Gas & Electrical Safety Certificates?	Y/N
3	Have you an EPC Certificate?	Y/N
4	Is there a Written Tenancy agreement in place?	Y/N
5	Are the Tenants Deposits Protected?	Y/N
6	Do you issue a How to Rent guide?	Y/N
7	Are Right to Rent checks carried out?	Y/N
8	Are Fire/Heat/Carbon Monoxide Alarms fitted and checked annually?	Y/N
9	<p>Do you meet the Fit & Proper Person Test?</p> <p>To become a member of the RRWC Scheme, the landlord must have:</p> <p>No conviction for illegal eviction or harassment of tenants in the last 7 years.</p> <p>No conviction for violence towards any persons in the last 7 years.</p> <p>No conviction for mortgage, Housing Benefit or Council Tax fraud or breach of grant conditions within the last 3 years.</p> <p>No failings to comply with any statutory notice or Housing in Multiple Occupation requirements resulting in prosecution or works being carried out in default in the last 3 years.</p> <p>No breaches of any laws relating to housing, public health or environmental health which would indicate the unsuitability of the applicant under the scheme.</p> <p>No conviction for non-compliance of a Planning Enforcement Notice relating to a residential property within the last 3 years.</p> <p>No practices of unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability.</p>	Y/N

	No other convictions which would indicate the unsuitability of the applicant under the scheme.	
10	Do you Comply with HMO Management Regs?	Y/N
11	Do you Comply with Consumer Protection Regs?	Y/N
12	Do you consider all tenant applications?	Y/N
13	Is the required Landlord Insurance in place?	Y/N

To achieve Silver

To comply with all of Bronze and;

1	Does your property meet the Decent Homes Standard (Criterion C & D). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7812/138355.pdf	Y/N
2	Have you in place a procedure for Regular Recorded property inspections	Y/N
3	Have you in place a procedure for Target Response Times.	Y/N
4	Have you in place a procedure for written check-in and check-outs	Y/N
5	Are all furnishings & fittings in good condition and working order	Y/N

To achieve Gold

To comply with all of Bronze and Silver and;

1	Are you a member of a Landlord Accreditation/Association Scheme?	Y/N
2	Has the property been modernised and in very good decorative repair?	Y/N
3	Do you offer long – term tenancies when or if available?	Y/N

