



Landlord Documents Checklist

Thank you for your interest in Smartmove Housing to let your property.
Before we can advertise your property we require the following documents:

- Periodic Electrical Inspection Certificate/Electrical Condition Report (EICR)**
This inspection should be carried out every 5 years or every time a new tenant move into the property
- Landlord Registration Scheme reference number**
If not yet registered please go to
<http://www.nidirect.gov.uk/landlord-registration-scheme>
- Details of Tenancy Deposit Scheme (if already registered)**
If not yet registered we can do this for you
- Energy Performance Certificate (EPC)**

Why do I need this?

By law, if you are selling or renting out a property you must have an EPC. Not having an EPC could lead to enforcement action from district councils, who are the enforcing authority in Northern Ireland, and the issue of a penalty charge notice. Each EPC is valid for 10 years and can be used multiple times during that period and costs approx £50. An EPC can only be produced by an accredited energy assessor who will visit the property to carry out an assessment. (We can provide you with the contact details of a local energy assessor).

- Landlords Insurance (also known as buy to let insurance)**

Why do I need this?

Landlords buildings insurance typically covers your building's structure against things like fire, lightning, explosion, storm, earthquake, flood, subsidence, property owners liability, riot, escape of water, falling trees, theft, malicious damage, ground heave and land slip.

- Proof of Ownership**
(Up-to-date mortgage statement/ Letter from Solicitor/ Letter from Accountant/ Copy of deeds (if property is unencumbered))

Why do I need this?

We need to confirm that the property you are proposing to let is registered in your name.

- Signed 'Management Agreement'**

Why do I need this?

This is a legally binding document, which advises you of the terms and conditions under the Smartmove Housing service, which is offered to you as a landlord. Without this signed agreement we cannot let your property for you.

- Bank Details**

Why do I need these?

We will set up your rental payments to go into your bank account, therefore, we require your bank name and address, sort code and account number to do this.

- Valid Gas Safety Certificate (if applicable)**

Why do I need this?

You are responsible for ensuring that all gas appliances in the property are safe for the tenant. You can locate a gas engineer in your area from the 'The Gas safe register' which is the gas registration body in Northern Ireland since 1st April 2010. You should have your gas appliances checked annually.

- Certificate of Fitness (if applicable)**

Why do I need this?

Under the Private Tenancies (Northern Ireland) Order 2006 if your property was built before 1945 you will require a Certificate of Fitness, however you will not require one for your house if:

- the tenancy began before the Private Tenancies (Northern Ireland) Order 2006 came into force.
- a renovation grant for the house has been paid by the Northern Ireland Housing Executive (this only applies for a period of ten years from the date of the grant)

Landlord Documents checklist
Appendix 2

- an HMO grant has been paid by the Northern Ireland Housing Executive (this only applies for a period of ten years from the date of the grant)
- it is currently registered with the Northern Ireland Housing Executive for multiple occupancy
- it was formerly let under a protected or statutory tenancy where a regulated rent certificate has been issued. This only applies for a period of ten years from the date of the certificate.

A copy of HMO licence (if applicable)

What is this?

A house in multiple occupation (HMO) is a property rented out by at least 3 (unrelated) people who share the bathroom or toilet and kitchen. It can also be known as a house share. To let out your property as a house in multiple occupation (HMO) you must first register it with the Northern Ireland Housing Executive (NIHE).

As a landlord you must ensure the property is not overcrowded, make sure the property is fit for multiple occupants, ie there is enough cooking space and washing facilities, ensure adequate fire escapes and provide the NIHE with all the necessary information about your HMO.

You'll have to pay a fee for registration and for all future renewals. Fees are based on each person living in the house - the more occupants there are, the higher the fees.

Registration is normally valid for 5 years and renewals can be made for further years.

How to register

Contact the Northern Ireland Housing Executive (NIHE) to apply for registration under the Statutory Registration Scheme for Houses in Multiple Occupation.

Fines and penalties

If you breach any of your agreements with the NIHE, it may result in a fine, including:

up to £1,000 for failing to provide the NIHE with the information they request

up to £5,000 for providing false information

up to £2,500 if found guilty of overcrowding

up to £5,000 if someone is living in part of the property that the NIHE deemed unfit for occupation (you'll then be charged up to 10% of the fine every day this continues)