# The agent checklist: hold the proof yourself

For owners who live abroad and let a home in England. Most agents get this right. This list simply helps you hold the proof yourself, because if anything is missing, the fine is addressed to the owner. Ask your agent for a copy of each item. Tick it off when it is in your hands.

From LevelMoves, last reviewed 30 October 2026. England only. Maximums from official sources (GOV.UK, legislation.gov.uk, HSE). General guidance, not legal, financial or tax advice.

| # | Ask your agent for | How often | If it is missing (maximum) |
|---|---|---|---|
| 1 | Gas safety record from a Gas Safe registered engineer (if there is gas) | Every 12 months | A criminal offence: fines and even prison (HSE) |
| 2 | EICR (electrical safety report), and proof the tenant got a copy | At least every 5 years | Up to £40,000 per breach |
| 3 | EPC, rated E or better | Must be valid | Up to £5,000 per property |
| 4 | Deposit protection certificate and the prescribed information given to the tenant | Within 30 days of taking the deposit | A court must order 1 to 3 times the deposit |
| 5 | Right to Rent check records for every adult occupier | Before each tenancy | Up to £10,000 per occupier (first breach) |
| 6 | Written statement of terms (new tenancies since 1 May 2026) or proof the Renters' Rights Act information sheet was given (existing tenancies) | Once per tenancy | Up to £7,000 per breach |
| 7 | Smoke and carbon monoxide alarms: a note they were working on the day the tenancy started | Each new tenancy | Up to £5,000 if a remedial notice is ignored |
| 8 | HMO or selective licence, if the council needs one | As the council sets | An offence: prosecution or up to £40,000 |
| 9 | Landlord register: who will start your registration, which correspondence address in England or Wales you will use, and who uploads the evidence within 28 days | From your region's window | Up to £7,000 for not registering; up to £40,000 for false information or repeated breaches |
| 10 | Rent and tax statements: if you live abroad 6 months or more a year, your agent deducts basic-rate tax unless HMRC has approved you to receive rent in full (form NRL1i) | Each tax year | Ask an accountant about your own tax |

The landlord register opens on 15 December 2026, region by region; every landlord in England must be registered by 14 November 2027, and has 28 days after registering to add the gas, electrical and EPC evidence. You need a correspondence address in England or Wales.

LevelMoves is a hub, not an agent: it never holds your money, and nothing happens without your yes.