

Running a Buy to Let Portfolio

- Create a file for each property's purchase paperwork, including any guarantees
- Make sure you have the originals or copies of all legally required certificates, licences and the inventory
- Diarise when annual certificates, such as gas safety and insurance, need renewing
- Be clear on what your insurance does and doesn't cover
- Check what emergency cover your insurance gives you and note who to call
- Be clear on what notices you need to issue tenants with in order to regain possession at the end of their tenancy
- Advise your tenant of when and how they need to give notice to leave
- Make sure you start to carry out periodic checks on your tenants within a month of them moving in
- Carry out quarterly periodic checks thereafter
- Always check the tenant has paid their rent on time and in full
- If your tenant defaults on payment, carry out any notices or start an eviction process in the correct legal way
- Keep a written record of all correspondence with the tenant, whether by letter, email or over the phone
- Make sure tenants know who to contact in an emergency and how
- Carry out any necessary repairs as soon as possible and keep all receipts and guarantees



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- Check with the tenant that repairs have been carried out properly
- If the tenant gives notice to quit, send them a list of things they need to do for their deposit to be returned



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