

Landlord Property Record

Keep the front page of a property file, so somebody taking it over tomorrow would know what they had.

One page per property — what it is, what it costs to hold, who services it, and which certificates are current.

THE FRONT PAGE OF THE PROPERTY FILE

The sheet you would hand to somebody taking over the property tomorrow. No figures are printed here: every rate, premium and renewal interval is one you enter from your own paperwork. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property address

Reference

THE PROPERTY

Type

Bedrooms

Year built

Purchased on

Purchase price

Heating

Boiler make and age

Meter locations

MONEY

What	Provider	Reference	Amount	How often	Next due

CERTIFICATES AND CHECKS

Certificate or check	Carried out by	Date	Reference	Next due

WHO TO CALL

Trade	Name	Phone	Used before	Notes

Trade	Name	Phone	Used before	Notes