**Checklist for Serving a Section 173 or 186 Notice**

 **Under Renting Homes (Wales) Act 2016**

DOCUMENT CHECKLIST:

1. Electrical Condition Report
2. Tenancy Agreement
3. Written Statement of Terms
4. Tenancy Deposit Certificate
5. Energy Performance Certificate
6. Gas Safety Certificate
7. Notice of Landlord Address
8. If the tenancy agreement was for a fixed term, has that fixed term ended [ ]
9. Was the tenant(s) provided with a written statement setting out the parties’ names and terms of the contract within 14 days of the tenancy agreement commencing [ ]
10. What date did you give the tenant(s) with the written statement setting out the parties’ names and terms of the tenancy agreement [ ]
11. Were the tenants given a written notice of the landlord's address to which the tenant(s) may send documents within 14 days of the tenancy agreement commencing [ ]
12. What date was the tenant(s) provided with written notice of the landlord’s address for service [ ]
13. Has the tenant received a copy of a valid Energy Performance Certificate for the let premises [ ]
14. What date was the Energy Performance Certificate served on the tenant [ ]
15. Is the Energy Performance Certificate still valid [ ]
16. Has the landlord requested the tenant provide any form of security other than a deposit or a guarantor [ ]
17. Was a tenancy deposit paid in relation to the tenancy agreement [ ]
18. Has the tenancy deposit been returned in full [ ]
19. Was the tenancy deposit protected with a deposit scheme within 30 days of being paid [ ]
20. Was the prescribed information for the tenancy deposit protection provided to the tenant(s) within 30 days of being paid [ ]
21. If a third party paid the tenancy deposit on behalf of the tenant, was that third party provided with the prescribed information for tenancy deposit protection within 30 days of the tenancy deposit being paid? Yes/No/Not (Tick appropriate)
22. Is a smoke alarm fitted on each storey of the let property [ ]
23. Are the smoke alarms in proper working order [ ]
24. Are the smoke alarms connected to the electric supply of the let property [ ]
25. Are the smoke alarms interlinked to other smoke alarms in the let property [ ]
26. Does the let property contain a gas appliance, an oil-fired combustion appliance, or a solid fuel-burning combustion appliance [ ]
27. If you answered yes to Q10, is a carbon monoxide alarm that is in proper working order fitted in each room of the dwelling that contains a gas appliance, an oil-fired combustion appliance, or a solid fuel-burning combustion appliance [ ]
28. Has the landlord or letting agent checked that the smoke alarms in the property are in proper working order during the tenancy agreement's fixed term and any renewal of the tenancy [ ]
29. Has the landlord or letting agent checked that the carbon monoxide alarms in the property are in proper working order during the tenancy agreement's fixed term and any renewal of the tenancy (Tick appropriate) - Not Applicable/Yes/No
30. Has a valid electrical condition report in respect of the let property been obtained [ ]
31. Has the tenant received a copy of the electrical condition report within 7 days of moving into the let property [ ]
32. Is the electrical condition report currently valid [ ]
33. Does the let property have a gas supply [ ]
34. Has the tenant been provided with a valid gas safety certificate (ticket appropriate) – Yes/No/Not Applicable
35. Is the gas safety certificate currently valid (tick appropriate) Yes/No/Not Applicable.

1. Does the tenancy agreement have a break clause [ ]
2. Has the landlord or letting agent taken a prohibited payment from the tenant(s) (within the meaning of the Renting Homes (Wales) Act 2019) [ ]