



Preparing your property to let

A practical file for the decisions to make before marketing begins.

AT A GLANCE

A calm tenancy starts with clear decisions.

Use this guide as a working file. Confirm the final scope, responsibilities and charges in writing for your property.

01

Rental estimate

Review local evidence, agree an indicative asking rent and record what may change it.

02

Property condition

Decide what preparation is needed and who arranges and pays for each item.

03

Safety and energy

Check which certificates, alarms, permissions and local requirements apply to the property.

04

Written instruction

Set out responsibilities, approval limits, charges and the condition in which the home will be marketed.

PUT IT IN WRITING

The decisions worth recording

These questions keep responsibility visible before a task, cost or deadline becomes urgent.

01 Who arranges and pays for cleaning, repairs, decoration or furnishing changes?

Decision / owner / date

02 What must be completed before photography, advertising or viewings begin?

Decision / owner / date

03 Which documents will Dukes coordinate and which will you supply and retain?

Decision / owner / date

04 What spending or instruction needs your approval before work starts?

Decision / owner / date

PROPERTY FILE CHECKLIST

Keep these items together

A complete property file makes decisions easier to explain, review and hand over.

- ☐ Current EPC and the safety records that apply
- ☐ Mortgage, insurance, lease and licensing permissions checked
- ☐ Smoke and carbon monoxide alarm requirements reviewed
- ☐ Preparation work, budget and completion dates agreed
- ☐ Access, keys, utilities and meter information organised
- ☐ Inventory and condition-record approach agreed
- ☐ Written instruction reviewed before marketing

OFFICIAL GUIDANCE

[gov.uk/renting-out-a-property/landlord-responsibilities](https://www.gov.uk/renting-out-a-property/landlord-responsibilities)
[gov.uk/tenancy-deposit-protection](https://www.gov.uk/tenancy-deposit-protection)
[gov.uk/check-tenant-right-to-rent-documents](https://www.gov.uk/check-tenant-right-to-rent-documents)

General information only. This is not legal advice. Recheck current guidance before acting.