

First-Day Tenant Document Pack Checklist

Every document a UK landlord must give a new tenant on day one - with the statute, the deadline and the evidence rule for each. England, Renters' Rights Act 2025 in force.

Day-one mandatory documents

Document	Statute	Deadline	Penalty if missed
Gas Safety Certificate (CP12)	Gas Safety Regs 1998	Before move-in + within 28 days	Unlimited fine + 6 months. Does not bar S8
EICR + remedial certificate	Elec Safety Standards 2020	Before move-in + within 28 days	Up to GBP 30,000. Does not bar S8
EPC (band E or above)	EPB Regs 2012 / MEES 2015	Before marketing	GBP 5,000 per breach
Deposit Prescribed Information	Housing Act 2004 s.213	Within 30 days of receipt	1-3x deposit. BARS a S8 order on all grounds but 7A and 14
Written statement of terms	Renters Rights Act 2025 s16D	Within 28 days of tenancy start	GBP 4,000. Replaced the How to Rent guide
How to Rent guide	WITHDRAWN by GOV.UK 1 May 2026	Do not serve on a new tenancy	None. It never barred a S8 claim
Tenant Privacy Notice (UK GDPR)	UK GDPR Art 13 + 14	When data first collected	ICO fines (up to GBP 17.5M)
Tenancy agreement (signed)	Common law / s.6 LTA 1985	Before move-in	Statutory implied terms apply if missing

Tribunal-grade service-proof checklist (per document)

- ☐ PDF version saved to property folder with the date of issue.
- ☐ Email send timestamp + read receipt captured.
- ☐ Tenant signature on a "documents received" sheet (paper or e-sign).
- ☐ Audit log row written (tenant ID, document type, date, channel).
- ☐ Service evidence retained for at least 6 years after tenancy ends.

Optional but strongly recommended (England)

- Inventory + schedule of condition with dated photos.
- Welcome pack: meter readings on day one, contractor contacts, bin / parking rules.
- Signed addendum if pets are agreed (see Pet Request pack).
- Signed addendum if any guarantor is in place.

Single email send pattern (recommended)

Send a single email titled "Welcome to [property] - your tenancy documents", attach all 8 PDFs above, and add a "documents received" sentence asking the tenant to reply Y to confirm. The reply is your service evidence. Take a screenshot of the read receipt and store it with the property file.

Audit log row template

- Tenant full legal name + tenancy start date.
- Document name and version (e.g. "EICR issued 2026-04-14").
- Date served + channel (email + read receipt; portal upload + view event; etc.).
- Acknowledgement evidence (reply text, signed sheet, portal event).
- Storage path (PDF location in vault for retrieval).