

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	GBP 6,000 FFI / unlimited + bars S8
EICR + remedial certificate	Elec Safety Standards 2020	Before move-in + within 28 days	Up to GBP 30,000 + bars 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 S8 grounds
How to Rent guide	Deregulation Act 2015 s.39	Before / at tenancy start	Bars certain S8 grounds
RRA Information Sheet	Renters Rights Act 2025	Before / at tenancy start	GBP 7,000 per civil offence
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. "How to Rent guide v.2026-04").
- 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).