TenancyVault

Compliance Pack

Cover Sheet — Tenant Handover Documents

England

List the applicable documents actually included for this recipient. Keep sensitive landlord-only records separately. This cover sheet is not proof of service or a guarantee of compliance.

PROPERTY & TENANCY DETAILS

PROPERTY ADDRESS (INCLUDING POSTCODE)

TENANCY START DATE

LANDLORD / MANAGING AGENT NAME

DATE PACK PREPARED

TENANT NAME(S)

CONTENTS CHECKLIST

☐	DOCUMENT	ISSUE / EDITION DATE	REFERENCE / CERT NO.
☐	Gas Safety Certificate (CP12)		
☐	Electrical Installation Condition Report (EICR)		
☐	Energy Performance Certificate (EPC)		Rating:
☐	Written tenancy information / official Information Sheet (as applicable)		Edition:
☐	Smoke & CO Alarm Test Record		
☐	Deposit Protection Certificate		Scheme:
☐	Deposit Prescribed Information		
☐	Tenancy Agreement (signed copy)		
☐			
☐			

LANDLORD / AGENT DETAILS

NAME

CONTACT TELEPHONE

EMAIL

AGENT COMPANY (IF APPLICABLE)

ADDRESS

SIGNATURES

LANDLORD / AGENT — I CONFIRM THIS PACK IS COMPLETE AND ACCURATE

SIGNATURE & DATE

TENANT — I CONFIRM RECEIPT OF ALL ITEMS LISTED ABOVE

SIGNATURE & DATE