TenancyVault

Tenant Document Service Log

England

Record what you supplied, to whom, when and how. Keep the actual documents and delivery evidence with this log. Check each document's service rules. A tick, signature or upload timestamp does not by itself establish legal compliance.

TENANCY DETAILS

PROPERTY ADDRESS

TENANCY START DATE

TENANT NAME(S)

LANDLORD / MANAGING AGENT

TENANCY END DATE

DOCUMENT SERVICE LOG

#	DOCUMENT	LEGAL BASIS	DATE SERVED	METHOD	TENANT INITIAL
1	Tenancy Agreement (signed copy)	—		□ Email □ Post □ In person	
2	Gas Safety Certificate (CP12)	Gas Safety Regs 1998		□ Email □ Post □ In person	
3	Electrical Installation Condition Report (EICR)	Electrical Safety Regs 2020		□ Email □ Post □ In person	
4	Energy Performance Certificate (EPC)	EPC Regs 2012		□ Email □ Post □ In person	
5	Written tenancy information / official Information Sheet	2026 England rules		□ PDF attached □ Print	
6	Deposit Prescribed Information	Housing Act 2004		□ Email □ Post □ In person	
7	Deposit Protection Certificate	Housing Act 2004		□ Email □ Post □ In person	
8	Smoke & CO Alarm Test Record	Smoke & CO Regs 2022		□ Email □ Post □ In person	
9				□ Email □ Post □ In person	
10				□ Email □ Post □ In person	
11				□ Email □ Post □ In person	
12				□ Email □ Post □ In person	
13				□ Email □ Post □ In person	
14				□ Email □ Post □ In person	

RENEWAL / RE-SERVICE LOG

DOCUMENT RE-SERVED	DATE RE-SERVED	REASON	METHOD	TENANT INITIAL

LANDLORD / AGENT SIGNATURE _____ PRINTED NAME _____ DATE _____