

# EVIDENCE COLLECTION CHECKLIST

Gather these documents before court proceedings

Property:	16 Waterloo Road Pudsey LS28 7PW
Tenant:	Sonia Shezadi
Case Type:	Section 8 (Ground 8)
Prepared:	27 January 2026

## 1 Essential Documents

Tenancy Documents		
<input type="checkbox"/>	<b>Signed Tenancy Agreement</b> Original or certified copy showing all terms and signatures	ESSENTIAL
<input type="checkbox"/>	<b>Any Tenancy Variations or Renewals</b> Amendments to rent, terms, or tenancy type	IF APPLICABLE
<input type="checkbox"/>	<b>Inventory / Check-in Report</b> Condition of property at start of tenancy	RECOMMENDED

Deposit Protection		
<input type="checkbox"/>	<b>Deposit Protection Certificate</b> Certificate from DPS, TDS, or MyDeposits confirming protection	ESSENTIAL
<input type="checkbox"/>	<b>Prescribed Information</b> Copy of prescribed information served to tenant	ESSENTIAL
<input type="checkbox"/>	<b>Proof of Service</b> Email, signed receipt, or proof of posting	ESSENTIAL

Compliance Certificates		
<input type="checkbox"/>	<b>Gas Safety Certificate (CP12)</b> Current certificate from Gas Safe registered engineer	ESSENTIAL
<input type="checkbox"/>	<b>EICR (Electrical Safety)</b> Electrical Installation Condition Report	ESSENTIAL
<input type="checkbox"/>	<b>Energy Performance Certificate (EPC)</b> Valid EPC with rating E or above	ESSENTIAL
<input type="checkbox"/>	<b>How to Rent Guide</b> Proof you provided the government guide	ESSENTIAL

## 2 Notice & Service Evidence

### Notice Service

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> <b>Copy of Notice Served</b><br>Exact copy of the notice you served to tenant                         | ESSENTIAL         |
| <input type="checkbox"/> <b>Proof of Posting / Delivery</b><br>Royal Mail receipt, tracking, or recorded delivery confirmation | ESSENTIAL         |
| <input type="checkbox"/> <b>Witness Statement</b><br>If hand-delivered, signed statement from witness                          | IF HAND-DELIVERED |
| <input type="checkbox"/> <b>Photos of Delivery</b><br>Timestamped photo showing notice through letterbox                       | RECOMMENDED       |

## 3 Financial Evidence

### Rent & Arrears

- |   |               |
|---|---------------|
| <input type="checkbox"/> <b>Rent Payment Schedule</b><br>Statement showing rent due dates, amounts, and payments received | ESSENTIAL     |
| <input type="checkbox"/> <b>Bank Statements</b><br>Showing rent payments (or lack thereof)                                | ESSENTIAL     |
| <input type="checkbox"/> <b>Arrears Demand Letters</b><br>Copies of letters/emails requesting payment                     | RECOMMENDED   |
| <input type="checkbox"/> <b>Payment Plan Agreements</b><br>If applicable, any agreed repayment plans                      | IF APPLICABLE |

## 4 Communications

### Correspondence

- |  |               |
|--|---------------|
| <input type="checkbox"/> <b>Email Trail</b><br>All relevant emails between you and tenant    | RECOMMENDED   |
| <input type="checkbox"/> <b>Text Messages / WhatsApp</b><br>Screenshots of relevant messages | IF APPLICABLE |
| <input type="checkbox"/> <b>Letters Sent</b><br>Copies of all letters with proof of posting  | RECOMMENDED   |

## 5 Ground-Specific Evidence

### Ground 8 - Serious rent arrears (8 weeks/2 months)

<input type="checkbox"/>	Rent account showing arrears	ESSENTIAL
<input type="checkbox"/>	Proof of rent amount and payment schedule	ESSENTIAL
<input type="checkbox"/>	Calculation showing 8 weeks/2 months arrears at notice date	ESSENTIAL
<input type="checkbox"/>	Calculation showing 8 weeks/2 months arrears at hearing date	ESSENTIAL

#### Evidence Tips

- **Organize chronologically:** Courts prefer evidence in date order
- **Number your pages:** Add page numbers to all documents
- **Create an index:** List all documents with page references
- **Make copies:** Keep originals safe, submit copies to court
- **Highlight key points:** Use highlighter on relevant sections
- **Bundle professionally:** Use a ring binder with dividers

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Landlord Heaven | Evidence Collection Checklist