

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

Deposit Protection

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

Compliance Certificates

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

2 Notice & Service Evidence

Notice Service

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

3 Financial Evidence

Rent & Arrears

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

4 Communications

Correspondence

- | | | |
|--|---|---------------|
| <input type="checkbox"/> Email Trail | All relevant emails between you and tenant | RECOMMENDED |
| <input type="checkbox"/> Text Messages / WhatsApp | Screenshots of relevant messages | IF APPLICABLE |
| <input type="checkbox"/> Letters Sent | 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