

EVIDENCE COLLECTION CHECKLIST

Section 21 No-Fault Possession - Compliance Documents

Section 21 Evidence Focus: Unlike Section 8 (rent arrears), Section 21 requires evidence of *statutory compliance*, not financial records. The court will check that you complied with all landlord obligations before issuing a possession order.

Property: 16 Waterloo Road Pudsey LS28 7PW
Tenant: Sonia Shezadi
Case Type: Section 21 Accelerated Possession
Prepared: 21 January 2026

1 Core Documents (N5B Attachments)

Tenancy Documentation

- ☐ **Signed Tenancy Agreement** **ESSENTIAL**
Original or certified copy of the first written tenancy agreement (marked "A" on N5B)
- ☐ **Any Renewal Agreements** **IF APPLICABLE**
Subsequent written agreements if the tenancy was renewed

Section 21 Notice

- ☐ **Section 21 Notice (Form 6A)** **ESSENTIAL**
Copy of the notice served on the tenant (marked "B" on N5B)
- ☐ **Proof of Service** **ESSENTIAL**
Evidence of how and when notice was served - posting receipt, delivery confirmation, or witness statement (marked "B1")

2 Deposit Protection

Deposit Compliance

- ☐ **Deposit Protection Certificate** **ESSENTIAL**
Certificate from DPS/TDS/MyDeposits confirming protection (marked "E" on N5B)
- ☐ **Prescribed Information** **ESSENTIAL**
Copy of prescribed information served to tenant within 30 days
- ☐ **Proof of Service of Prescribed Info** **RECOMMENDED**
Email confirmation, signed receipt, or proof of posting

3 Statutory Compliance Certificates

Energy Performance

- ☐ **Energy Performance Certificate (EPC)** **ESSENTIAL**
Valid EPC with rating E or above, provided to tenant (marked "F" on N5B)
- ☐ **Proof EPC Was Provided** **RECOMMENDED**
Email, receipt, or confirmation that EPC was given to tenant before tenancy started

Gas Safety

- ☐ **Gas Safety Certificate (CP12)** **ESSENTIAL**
Current certificate from Gas Safe registered engineer (marked "G" on N5B)
- ☐ **Proof Gas Cert Provided Before Occupation** **ESSENTIAL**
Evidence that gas safety record was available to tenant BEFORE they moved in
- ☐ **Annual Gas Safety Records** **RECOMMENDED**
All gas safety certificates issued during the tenancy (if multi-year)

How to Rent Guide

- ☐ **How to Rent Guide** **ESSENTIAL**
Copy of the government "How to rent" checklist (marked "H" on N5B)
- ☐ **Proof of Provision** **ESSENTIAL**
Email confirmation, tenant signature, or receipt showing guide was provided

Electrical Safety (if applicable)

- ☐ **EICR (Electrical Installation Condition Report)** **RECOMMENDED**
Required for tenancies starting from 1 July 2020 (new), 1 April 2021 (existing)

4 Supporting Documents

Timeline Evidence

- ☐ **Proof of Tenancy Start Date** **RECOMMENDED**
Move-in inventory, key handover receipt, or similar dated document
- ☐ **Photos of Notice Delivery** **IF HAND-DELIVERED**
Timestamped photos showing notice through letterbox or tenant receiving it

Correspondence



Relevant Communications IF APPLICABLE

Any emails or letters discussing end of tenancy (not required but may support your case)

Not Required for Section 21: Unlike Section 8 (rent arrears) claims, you do NOT need:

- Schedule of rent arrears
- Bank statements
- Payment records
- Pre-action protocol letters about arrears

Section 21 is a "no-fault" procedure - you do not need to prove any breach by the tenant.

Evidence Tips for Section 21

- **Date everything:** Compliance is about WHEN you provided documents, not just IF
- **Keep originals safe:** The court may want to see originals, not just copies
- **Version control:** For How to Rent, ensure you have the version current at tenancy start
- **Chain of evidence:** Keep emails/receipts showing when documents were sent to tenant
- **Bundle professionally:** Use a ring binder with dividers matching the N5B attachment labels (A, B, E, F, G, H)

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