

EVIDENCE COLLECTION CHECKLIST

Gather these documents before court proceedings

Property:

2 Low Road London SW1A2BB

Tenant:

Tina Tenant

Case Type:

Section 8 (Ground 8, Ground 10)

Prepared:

7 February 2026

1 Essential Documents

Tenancy Documents

Signed Tenancy Agreement

ESSENTIAL

Original or certified copy showing all terms and signatures

Any Tenancy Variations or Renewals

IF APPLICABLE

Amendments to rent, terms, or tenancy type

Inventory / Check-in Report

RECOMMENDED

Condition of property at start of tenancy

Deposit Protection

Deposit Protection Certificate

ESSENTIAL

Certificate from DPS, TDS, or MyDeposits confirming protection

Prescribed Information

ESSENTIAL

Copy of prescribed information served to tenant

Proof of Service

ESSENTIAL

Email, signed receipt, or proof of posting

Compliance Certificates

Gas Safety Certificate (CP12)

ESSENTIAL

Current certificate from Gas Safe registered engineer

EICR (Electrical Safety)

ESSENTIAL

Electrical Installation Condition Report

Energy Performance Certificate (EPC)

ESSENTIAL

Valid EPC with rating E or above

How to Rent Guide

ESSENTIAL

Proof you provided the government guide

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 |

Ground 10 - Rent arrears (some arrears)

- | | |
|--|-----------|
| <input type="checkbox"/> Rent account showing any amount unpaid | ESSENTIAL |
| <input type="checkbox"/> Proof arrears existed at notice date | ESSENTIAL |
| <input type="checkbox"/> Proof arrears still exist 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

Generated: 7 February 2026

Landlord Heaven | Evidence Collection Checklist