

# COMPLIANCE CHECKLIST - PRE-SERVICE CHECKS

## Section 21 Notice (No-Fault)

### Important

Landlord Heaven provides document generation and general information only. We are not a law firm and do not provide legal advice. Court outcomes depend on your evidence, service, and the facts of the case.

### Pre-Service Compliance Check

Complete this checklist BEFORE serving your Section 21 notice. Missing any of these requirements could invalidate your notice and waste months of time and court fees.

Property:	16 Waterloo Road`` Pudsey LS28 7PW
Tenancy Start Date:	14 July 2025
Notice Service Date:	10 February 2026
Possession Date:	14 July 2026
Notice Type:	Section 21 (No-Fault Eviction)
Generated:	3 February 2026

## 1 Critical Compliance Requirements

### 1. Deposit Protection

#### COMPLIANT

**Deposit Amount:** 1000

**Protection Scheme:** DPS

**Protection Date:** 20 July 2025

**Prescribed Info Given:** Yes

Section 21 requirement met - deposit is protected and prescribed information given within 30 days of receiving deposit.

#### Evidence Required:

- Certificate of deposit protection from scheme
- Copy of prescribed information served to tenant
- Proof of service (email or letter with proof of posting)

### 2. Gas Safety Certificate

#### COMPLIANT

**Gas Certificate Provided:** Yes

Section 21 requirement met - gas safety certificate provided within last 12 months.

#### Evidence Required:

- Copy of gas safety certificate (issued within last 12 months)
- Proof you served it to the tenant (email or letter with proof of posting)

### 3. Energy Performance Certificate (EPC)

#### COMPLIANT

**EPC Provided:** Yes

Section 21 requirement met - valid EPC provided.

**Evidence Required:**

- Copy of valid EPC (issued within last 10 years)
- Proof you served it to the tenant

### 4. "How to Rent" Guide

#### COMPLIANT

**How to Rent Guide Given:** Yes

Section 21 requirement met - "How to Rent" guide provided to tenant.

**Evidence Required:**

- Copy of the How to Rent guide (version given to tenant)
- Proof of service (email or letter with proof of posting)

### 5. Property Licensing

#### NOT APPLICABLE

**Property Licensing:** Not required for this property

No HMO or selective licensing applies to this property. You have confirmed this property does not require a license.

**Evidence Required (if applicable):**

- Copy of valid license from local authority
- Proof all license conditions are being met

## 6. Retaliatory Eviction Check

### COMPLIANT

#### Retaliatory Eviction Check: Clear

No retaliatory eviction concerns - Section 21 notice can proceed.

##### Evidence to Prepare:

- Records of any tenant complaints and your responses
- Evidence of repairs carried out
- Any correspondence with local council about property conditions

## 2 Pre-Service Checklist Summary

### Before Serving Your Section 21 Notice, Confirm:

Deposit is protected (and prescribed info served) **(REQUIRED for Section 21)**

Gas safety certificate is current and served **(REQUIRED for Section 21)**

EPC is valid (rating E or above) and served **(REQUIRED for Section 21)**

"How to Rent" guide was served **(REQUIRED for Section 21)**

No retaliatory eviction concerns

All evidence of service is saved and accessible

Tenancy agreement is signed and valid

Notice is filled out correctly with accurate dates

### FINAL CHECK

If ANY of the above requirements are not met for Section 21, DO NOT serve the notice. It will be invalid and you'll waste time and court fees. Either fix the compliance issues first, or use Section 8 instead (which has fewer compliance requirements but requires fault grounds).

**Legal Basis:** Housing Act 1988, Section 21 (as amended by Deregulation Act 2015), Housing Act 2004 (HMOs), Energy Efficiency Regulations 2015, Tenancy Deposit Protection Regulations 2007

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