

# 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:** 28 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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Generated: 28 January 2026

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