

# 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:** 2 Low Road London SW1A2BB  
**Tenant:** Tina Tenant  
**Case Type:** Section 21 Accelerated Possession  
**Prepared:** 7 February 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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**Landlord Heaven** | Section 21 Evidence Collection Checklist