

EVIDENCE COLLECTION CHECKLIST

Gather these documents before court proceedings

Property:	16 Waterloo Road Pudsey LS28 7PW
Tenant:	Sonia Shezadi
Case Type:	Section 8 (Ground 8)
Prepared:	20 January 2026

1 Essential Documents

Tenancy Documents		
<input type="checkbox"/>	Signed Tenancy Agreement Original or certified copy showing all terms and signatures	ESSENTIAL
<input type="checkbox"/>	Any Tenancy Variations or Renewals Amendments to rent, terms, or tenancy type	IF APPLICABLE
<input type="checkbox"/>	Inventory / Check-in Report Condition of property at start of tenancy	RECOMMENDED

Deposit Protection		
<input type="checkbox"/>	Deposit Protection Certificate Certificate from DPS, TDS, or MyDeposits confirming protection	ESSENTIAL
<input type="checkbox"/>	Prescribed Information Copy of prescribed information served to tenant	ESSENTIAL
<input type="checkbox"/>	Proof of Service Email, signed receipt, or proof of posting	ESSENTIAL

Compliance Certificates		
<input type="checkbox"/>	Gas Safety Certificate (CP12) Current certificate from Gas Safe registered engineer	ESSENTIAL
<input type="checkbox"/>	EICR (Electrical Safety) Electrical Installation Condition Report	ESSENTIAL
<input type="checkbox"/>	Energy Performance Certificate (EPC) Valid EPC with rating E or above	ESSENTIAL
<input type="checkbox"/>	How to Rent Guide Proof you provided the government guide	ESSENTIAL

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

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

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Landlord Heaven | Evidence Collection Checklist