



PMC

PROPERTY  
MANAGEMENT  
& LETTINGS

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*Pre-letting  
to do list*



# Getting your property ready to let

When letting out your property, the first stages can often be the busiest as you get your house fully prepared and ready for your tenants. Before our team at PMC can let your home, there are a few steps that you will have to take to get your place ready for your tenants. We understand that this can be a confusing, and perhaps stressful part of letting and so we have created a simple guide to keep you on track for getting your property ready to go on the rental market.

- **Is your property in good condition?**

It's your responsibility as a landlord to ensure the property is in an acceptable and safe condition for your tenants. Based on The Repairing Standard, contained in the Housing (Scotland) Act 2006, the inside and outside, fixtures and fittings should be in good condition; structurally and aesthetically. You can find out more about this and the standards your property should meet [here](#).

- **Is the garden in good condition?**

As with the interior of the property, the garden must also be in an acceptable and safe condition for your new tenants. This will work in your favour when attracting tenants too, as outdoor spaces are becoming a big selling point for tenants.

- **Have you decided if you are renting furnished or unfurnished?**

If renting furnished, your furniture, including upholstery, beds, headboards, and mattresses must conform to the legal fire-resistant standard. If you need any help or advice with furnishing your property, PMC also offers a Property Staging and Interior Design service to help you make the most of your space. You can find more information on this [here](#).

- **Is everything in the property in good working order?**

Before any tenants move in, you should check that all appliances, water and gas supplies, lights, and switches are in good working order. If it's the summertime or the boiler has not been on for a while, it can be worth running the heating and hot water for a short time to flag any issues that could become problems further down the line.

- **Do you have the required smoke detectors installed to meet the latest legislation?**

As of February 2022, every home in Scotland must now have interlinked smoke and heat alarms, along with carbon monoxide alarms in rooms where you have a carbon-fuelled appliance, such as a boiler or wood-burning stove. These can either be mains-wired which will need to be installed by your electrician, or battery operated, which you can install yourself. You can find out more about the types of alarms you'll need and where they should be positioned [here](#).



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- **Do you have all the required Safety Certificates for your property?**

There are a number of certificates and safety checks you will need to make sure your property is safe for tenants and to give you peace of mind. These include:

- Gas Safety
- Legionella Risk Assessment
- EICR (Electrical Installation Condition Report)
- EPC (Energy Performance Certificate)
- PAT (Portable Appliance Testing)

You can find out more about these necessities and how to obtain them [here](#).

- **Have you updated your mortgage?**

Do you have a buy-to-let mortgage or permission from your mortgage company to let the property? If you currently have a mortgage, you must have either of the above in place before you rent your property; speak to your mortgage company if you're unsure.

- **Do you have Buildings & Contents insurance?**

Even with the most sensible of tenants, accidents and damage can still happen in your property. As a landlord, making sure you have the correct insurance for you and your property will give you peace of mind and make sure you are covered in any eventuality. You can find out more about Buildings & Contents insurance for your property [here](#).

- **Are you registered as a landlord?**

An important step of letting is to register as a landlord. You can do this simply and quickly [here](#). This will take around 20 minutes to complete, and should be done after you have all of the safety certificates you require for your property, as you may be asked about this during the application process. You can find a full list of everything you will need to have ready for your application [here](#).

- **Get in touch with PMC**

When your property is in tip-top shape and ready to go, get in touch with our Lettings team at PMC and we will manage the process of getting your house on the market, finding you the best tenants, and looking after your property.



# PMC

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## *Landlords To-Do List*

As new landlords, there are a number of things you must do to get your property ready for your tenants.

At PMC, our lettings experts have put together a simple to-do list to keep you on track and make the lettings process as simple and stress free as possible.

Ensure the property is in good condition

Ensure the garden is in good condition

Check any furniture meets the fire resistance standard

Check all appliances, water supplies, gas and electrical switches are working

Check you have all safety certificates -  
Gas Safety, Legionella Risk Assessment, EICR, EPC & PAT

Install the required smoke, heat & CO detectors

Update your mortgage for letting

Arrange Buildings & Contents insurance

Register as a landlord

Contact PMC to arrange a valuation

## *Get in touch...*

When your property has been spruced up and meets all of the rules and regulations, then get in touch with our Lettings team to arrange a valuation and find your ideal tenants.

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