Tenant document handover record

Use one record for each property and handover. Save a local copy before filling it in.
Complete in a PDF reader with form support, or print. Check the guide for applicable duties.

Property reference

Record date

Tenant recipient names

Documents and delivery

Record exact versions and receipts. For different recipients or dates, use another copy.

Document	Exact file or version	Date sent	Method	Receipt ref
Written tenancy info				
EPC				
Gas safety if relevant				
Deposit info if relevant				
Official Sheet if needed				
Other				

If not applicable, enter N/A and explain below. The official government PDF must be supplied separately where required; this form does not replace it or a tenancy agreement.

Not applicable items and other notes

Keep Right to Rent check copies in the landlord records, separate from the tenant pack.

Keep completed records private. Practical recordkeeping, not legal advice.

Delivery evidence and next actions

Use receipt references from page one. Record where the original evidence is saved.

Property reference

Evidence locations

Receipt reference	Private file or evidence location

Outstanding actions

Action	Owner	Due date	Completed

Review before filing

- [ ] Exact supplied versions and delivery evidence saved privately
- [ ] Outstanding actions have an owner and next action date

Reviewed by **Review date**

Use the current England guide to decide what to supply and when:
https://rentpilot.uk/checklists/tenant-document-handover-england

This checklist records your actions. It does not certify compliance or waive tenant rights.

Store documents and follow-up notes with the property in RentPilot:
https://rentpilot.uk/rental-property-document-storage

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