



Complynx
PROPERTY COMPLIANCE, FULLY MANAGED,

Property Compliance Guide 2026

A practical guide to the
key property compliance
responsibilities every
letting agent should know.

Prepared by Complynx, specialising in
UK residential property compliance.



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THE LETTING AGENT'S PROPERTY COMPLIANCE GUIDE 2026

1. ESSENTIAL COMPLIANCE CHECKLIST

use this checklist as a quick reference to identify the key compliance areas you should be monitoring across your portfolio.

	Compliance Area	What's Required	Legislation	✓
	Gas Safety Certificate (CP12)	Renew every 12 months	Gas Safety (Installation & Use) Regulations 1998	☐
	Electrical Installation Condition Report (EICR)	Every 5 years	Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	☐
	Energy Performance Certificate (EPC)	Valid EPC with minimum rating E	Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015	☐
	Fire Risk Assessment (FRA)	Comply where applicable	Regulatory Reform (Fire Safety) Order 2005	☐
	Legionella Risk Assessment (LRA)	Assess and review regularly	Health & Safety & Work etc. Act 1974 & COSHH Regulations 2002 (ACoP L8)	☐
	Deposit Protection	Protect within 30 days of receipt	Housing Act 2004	☐
	Prescribed Information	Serve within 30 days of the tenancy start date	Housing Act 2004	☐
	Right to Rent Checks	Complete before tenant occupies	Immigration Act 2014	☐
	HMOs / Selective / Additional Licensing	Check & obtain where required	Housing Act 2004	☐



This checklist highlights the most common compliance requirements. Additional obligations may apply depending on property type and location.



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2. OTHER IMPORTANT COMPLIANCE AREAS

	Compliance Area	What's Required	Legislation	✓
	PAT Testing	Appliance safety checks.	Standard and most effective way to meet your legal obligation to tenant safety.	☐
	Emergency Lighting & Fire Alarm Servicing	Test & Service as required	BS S266 / S839 / Fire Safety Order 2005	☐
	Fire Doors	Inspect & Maintain where applicable	Fire Safety Order 2005	☐
	Furniture & Furnishing (where provided)	Must meet fire safety standards	Furniture & Furnishing (Fire) (Safety) Regulations 1988	☐
	Window Restrictors	Required where necessary for child safety	Building Regulations 2010	☐

DOCUMENTATION

- Document Retention - keep records of certificates and checks for required periods.
- Compliance Renewal Tracking - monitor renewal dates and act in advance.
- Contractor Records - use qualified contractors and keep records.
- Annual Portfolio Review - review compliance across your portfolio.



DID YOU KNOW?

Letting Agents can also be held accountable for compliance failures if they are aware of any issues and do not take action. Regular monitoring and good record keeping is essential.



3. COMMON COMPLIANCE GAPS



Expired or missing
Safety Certificate



Overdue EICRs &
Renewals



Missing Prescribed
Information



Incomplete Right to
Rent records



Unlicensed HMOs or
Properties



Untracked renewal
dates



Missing fire safety
documentation



Poor document
management

4. WHY COMPLIANCE MATTERS

- Financial penalties and unlimited fines.
- Enforcement actions and improvement notices.
- Delays and restrictions on possession proceedings.
- Increased liability for landlords and agents.
- Damage to reputation and loss of clients.



If you are not 100%
confident your portfolio
is compliant, you could
be putting your
landlords - and your
business - at risk.

5. HOW COMPLYNX CAN HELP!

At Complynx, we take the stress out of compliance, so you can focus on growing your business. We provide end-to-end support to keep your landlords compliant and your agency protected.



COMPLIANCE
AUDITS



CERTIFICATE
MANAGEMENT



RENEWAL
TRACKING



CONTRACTOR
COORDINATION



MONITORING &
REPORTING

**LET US HANDLE COMPLIANCE.
YOU STAY IN CONTROL.**

**BOOK YOUR FREE PROPERTY COMPLIANCE
HEALTH CHECK REVIEW TODAY!**

This guide provides general information only and should not be considered legal advice. Compliance requirements may vary depending on property type, location and changes in legislation.



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