

# Renters' Rights Act 2025 checklist (England) Version: 10 Jan 2026

A practical, tick-box readiness list for periodic tenancies, rent changes, pets, repairs, and registration.

Operational checklist only

## Tenancy and possession readiness

Replace fixed term assumptions in tenancy agreements and onboarding packs. Plan for periodic tenancy only.

Build and store a Section 8 evidence pack: arrears logs, complaints, inspections, repairs, communications.

Update notice templates and processes: new grounds, protected periods, notice timing, proof of service.

Audit existing tenancies for fixed terms, break clauses, and your transition plan.

## Quick links

[RRA explainer](#)[Support](#)

## Standards and repairs

Define repair response SLAs and evidence standards: photos, contractor logs, and tenant updates.

Create a damp and mould triage process: inspection cadence, remediation steps, and close out evidence.

## Rent and payments

Align your rent increase process to Form 4: timing, evidence, and tenant communications. No bidding wars.

Create an arrears escalation policy with repayment plan options and consistent recordkeeping.

## Registration and redress

Confirm PRS registration requirements and deadlines. Assign a responsible person.

Join the relevant ombudsman scheme and update your complaints process and response windows.

Review your records: notices served, proof of service, communications, and repair history.

## Pets and tenant requests

Set a pet request workflow: timelines, reasonable refusal grounds, and your insurance position.

Update adverts and internal letting criteria to reflect your approach to pets.

## Next steps

Scan your tenancy documents and keep an audit trail with Vortex.

[Start free scan](#)[Book a demo](#)

# Renters' Rights Act 2025 checklist (England) Version: 10 Jan 2026

Use this to standardise landlord onboarding, advertising, notices, repairs, and complaints handling.

Operational checklist only

## Client onboarding and governance

Update management agreements and landlord onboarding packs for periodic tenancies, Form 4, pets, and new notice routes.

Confirm responsibilities in writing: PRS registration, certificates, repairs, notice serving, and recordkeeping.

Create a property compliance folder template with an audit trail: certificates, notices, proof of service, communications, repairs, complaints.

## How to use this

Tick items as you update templates, processes, and evidence packs. Keep an audit trail per property.

## Repairs and standards

Damp and mould triage: inspections, contractor SLAs, photo evidence, written updates, and close out notes.

Certificate monitoring: renewal dates, proof of service, and file QA before disputes.

## Advertising and tenant communications

Listings: advertised rent is final. No bidding wars. Keep marketing statements accurate.

Standardise templates for pet requests, Form 4 rent rises, complaint escalation, and repair updates.

## Redress, training, QA

Ombudsman complaint workflow and recordkeeping with clear response windows.

Train staff on evidence standards, notices, Form 4, and pets workflow.

Run periodic file audits and landlord reporting so gaps are fixed early.

## Evidence and notices

Create Section 8 evidence pack templates with a proof of service workflow and checklists.

Add notice timing guardrails: protected periods, sale or move in routes, lead times, reminders.

## Next steps

Scan your tenancy documents and keep an audit trail with Vordex.

[Start free scan](#)[Book a demo](#)