



Landlord Gas Safety Checklist

The record, the rhythm, and the habits that stop a lapse. From the Manifold guide library, getmanifold.co.uk/guides

BEFORE YOUR FIRST TENANT MOVES IN

- ☐ **A current gas safety check** by a Gas Safe registered engineer, covering every gas appliance and flue you provide. If the property does not have a valid record, arrange one before the tenancy starts, not after.
- ☐ **A copy of that record in the tenant's hands** before they move in. Keep proof you handed it over.
- ☐ **Working carbon monoxide alarms** fitted where required, and tested before move-in day.

THE FIRST 90 DAYS

- ☐ **Day one: find the actual record.** Not a mention of it, the document. Check the date of the check and work out the next-due date. If you bought with a tenant in place, do this the week you complete; inherited paperwork is where gaps hide.
- ☐ **First month: set up the tracking.** Put the next-due date somewhere that will actively remind you, not in a drawer. One property feels easy to remember; it stops being easy the moment you have two.
- ☐ **By day 90: settle the rhythm.** Know your renewal month, know which engineer you will call, and file the gas record alongside your EICR and deposit paperwork.

EVERY YEAR AFTER THAT

- ☐ **Renew the gas safety check every 12 months.** There is no grace period, so track the next-due date rather than trying to remember the last check.
- ☐ **Give existing tenants a copy** of each new record within 28 days of the check.
- ☐ **Keep every record for at least two years**, somewhere you can find it quickly when a council or a solicitor asks.

12 months

Validity of a gas safety record.
No grace period after it expires.

28 days

Window to give existing tenants
a copy of each new record.

2 years

Minimum time to keep every
gas safety record.

Gas Safe only

Only a Gas Safe registered
engineer can carry out the
check. Ask to see the ID card.

This is general information, not legal advice for a specific tenancy, and some duties differ across the UK nations. The gas safety check itself must be carried out by a Gas Safe registered engineer, the only person who can issue a valid record. Full guide:

getmanifold.co.uk/guides/landlord-gas-safety