# PRS Database & compliance readiness checklist

For letting agencies and property managers in England. Use one checklist per landlord or per property, and tick each item as it is confirmed. The boxes can be ticked on screen or on paper.

### When registration opens, by region (each window lasts three months)

| | | | |
|---|---|---|---|
| **15 Dec 2026** | West Midlands | **15 May 2027** | North West |
| **15 Jan 2027** | East of England | **15 Jun 2027** | North East |
| **15 Feb 2027** | East Midlands | **15 Jul 2027** | London |
| **15 Mar 2027** | South East | **15 Aug 2027** | South West |
| **15 Apr 2027** | Yorkshire and the Humber | | |

Fee: £65 per property, per year, renewed annually. Source: Government announcement summarised by Goodlord, 10 Sep 2026.

## 1. Before you start

- [ ] Landlord has agreed in writing that your agency may provide information on their behalf.
  Registration remains the landlord's responsibility. Government guidance for agents is due before launch.
- [ ] You know which region each managed property is in, and its registration window.
- [ ] One owner in your team is named for registration follow-ups and deadlines.

## 2. Property details registration asks for

- [ ] Property address and property type
- [ ] Ownership type
- [ ] Number of bedrooms
- [ ] Whether the property is currently let
- [ ] Number of occupants and households
- [ ] Rent amount and payment frequency
- [ ] Whether utilities are included in the rent
- [ ] Furnishing status

## 3. Safety and energy documents

- [ ] Gas safety record is current (gas safety checks are due every 12 months) and a copy is on file.
- [ ] Electrical safety: a current EICR or EIC is on file, with the date of the next inspection recorded.
  EICRs for private lets are generally required at least every five years.
- [ ] EPC is valid (EPCs last 10 years), the rating is recorded, and the expiry date is in your system.
- [ ] Any MEES exemption is recorded with its reference and end date.
- [ ] Smoke and carbon monoxide alarm checks are recorded for the start of each tenancy.

## 4. Licensing

- [ ] HMO, additional or selective licence status confirmed for each property.
- [ ] Licence numbers and expiry dates recorded where a licence applies.

## 5. Records and follow-up

- [ ] All certificates are stored in one place your team can find in under a minute.
- [ ] Expiry dates for gas, EICR, EPC and licences are diarised, with reminders set 60 days ahead.
- [ ] Missing or expired documents are listed, with the landlord or contractor chased and a date logged.
- [ ] Registration status is tracked per property: not started, in progress, registered.
- [ ] Annual renewal date for each registration is recorded (registration renews every year).

**Too many boxes left unticked across your portfolio?**

Kimon's managed team can collect the certificates, check records against this list and chase landlords and contractors for what is missing. A person checks every output.

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