

Management Folder Contents Form

Property Address:

Date completed:

Document	Frequency	Date provided	Landlord signature
Landlord contact details	Ongoing		
Copy of property fire risk assessment	Ongoing		
Fire alarm test logs	6 Monthly		
Emergency lighting test logs (where applicable)	Monthly		
Fire fighting equipment test logs	Annually		
Gas safety certificate (where applicable)	Annually		
Electrical installation condition report	Minimum 5 Yearly		
Fire alarm test certificate (where panelled system installed)	Annually		
Emergency lighting test certificate (where applicable)	Annually		
Energy Performance Certificate (where applicable)	10 yearly		
HMO management training records	Ongoing		
Complaints procedure	Ongoing		
Any other useful documentation			
