



PROPERTY INTEL

EXTERNAL -- CLIENT-
FACING

Compliance Audit

Every compliance obligation. One audit. Complete clarity. Property Intel's Compliance Audit examines your property against every applicable piece of UK lettings legislation -- and gives you a clear, prioritised plan to close any gaps.

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PI-ST5-011

VERSION

1.0

CLASSIFICATION

External -- Client-Facing

OWNER

Head of Compliance

REVIEW CYCLE

Bi-Annually

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Contents

2. Executive Summary _____ 3

3. Who This Is For _____ 5

4. What We Handle _____ 7

5. The Property Intel Process _____ 10

6. Risk Protection _____ 12

7. Compliance Assurance _____ 14

8. Why Property Intel _____ 16

9. Pricing Positioning _____ 18

10. Call to Action _____ 20

2. Executive Summary

Residential letting in England carries obligations under more than a dozen separate pieces of legislation. Gas safety, electrical standards, energy efficiency, deposit protection, prescribed information, Right to Rent, tenancy agreement fairness, licensing, fire safety, and planning compliance all impose specific duties on landlords -- each with its own penalties for non-compliance.

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The regulatory burden is cumulative. A single property can be subject to requirements from the Gas Safety Regulations, the Electrical Safety Standards, the Housing Act 2004, the Immigration Act 2014, the Tenant Fees Act 2019, the Consumer Rights Act 2015, and borough-specific licensing schemes – simultaneously.

Property Intel's Compliance Audit is a one-off, deep-dive assessment that examines every compliance area relevant to your property. The output is a formal audit report with Red/Amber/Green risk ratings, specific remediation actions, estimated costs, suggested timelines, and references to the relevant legislation.

This is not a surface-level check. It is a thorough, structured audit conducted by a specialist compliance team with detailed knowledge of UK lettings law and London borough requirements. The Compliance Audit gives you absolute clarity on where you stand – and exactly what to do about any gaps.

SECTION 03

3. Who This Is For

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LANDLORD PROFILE	WHY THIS SERVICE FITS
Self-managing landlords	You handle management directly and need independent confirmation of compliance
Landlords who use an agent and want verification	Confirm that your agent has met their compliance obligations on your behalf
Landlords acquiring a tenanted property	Understand the regulatory status before assuming management responsibility
Portfolio landlords conducting periodic reviews	Systematic, standardised compliance review across multiple properties
Landlords who have received enforcement correspondence	Establish your full compliance position before engaging with the local authority
Landlords preparing to serve a Section 21 notice	Confirm all statutory prerequisites are met before serving notice
Landlords operating HMOs	HMO compliance is multi-layered: licensing, fire safety, room sizes, planning
Landlords in Tower Hamlets and wider London	Borough-specific licensing knowledge and local regulatory awareness

4. What We Handle

The Compliance Audit covers every regulatory obligation applicable to your residential property:

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Safety Certificates

- Gas Safety Certificate (CP12): validity, coverage, engineer registration, tenant notification
- Electrical Installation Condition Report (EICR): validity, satisfactory result, qualified person, tenant notification
- Energy Performance Certificate (EPC): validity, minimum E rating, exemption status

Alarm Compliance

- Smoke alarm provision on every storey (2022 regulations)
- Carbon monoxide alarm provision with all fixed combustion appliances

Licensing

- Mandatory HMO licensing assessment (5+ occupiers, 2+ households)
- Additional HMO licensing assessment (borough-specific scheme)
- Selective licensing assessment (borough-specific designation)
- Licence conditions compliance review (if licence held)

Deposit and Documentation

- Deposit protection verification: scheme registration, timing (within 30 days), amount accuracy
- Prescribed information audit: content review against statutory requirements, service timing, tenant acknowledgement
- How to Rent guide compliance: served before tenancy start, correct version

Tenancy Agreement

- Structural validity (correct AST format, valid terms, complete information)
- Unfair terms review under the Consumer Rights Act 2015
- Missing or incomplete clauses
- Notice provisions (Section 21 and Section 8 compliance)

Right to Rent

- Documentation check: acceptable documents verified, copies retained, date recorded
- Follow-up checks for time-limited permissions

Risk Assessments

- Legionella risk assessment: presence, adequacy, control measures
- Fire safety assessment: fire risk assessment (HMOs), alarm systems, escape routes, fire doors, equipment
- HHSRS hazard identification (where scope permits)

Planning Compliance

- Lawful use verification for conversions and HMOs
- Article 4 direction assessment
- Planning permission and enforcement history

5. The Property Intel Process

If we identify any Red-rated finding during the audit process, we notify you within 48 hours -- you do not have to wait for the full report to learn about critical issues.

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STAGE	WHAT HAPPENS	YOUR INVOLVEMENT	TIMELINE
1	Instruction confirmed; comprehensive document request issued	Provide all available compliance documents	Day 1
2	Documents received, logged, and assessed for completeness	Respond to follow-up requests if needed	Days 1-5
3	Certificate audits: gas, electrical, EPC, alarms	None – we conduct the review	Days 6-7
4	Licensing, deposit, and documentation audits	None	Days 6-8
5	Tenancy agreement, Right to Rent, How to Rent review	None	Days 7-8
6	Fire safety, HHSRS, planning compliance audits	None	Days 8-9
7	Report compiled, reviewed, and signed off by Head of Compliance	None	Days 9-12
8	Final report delivered; debrief meeting offered	Review report; discuss findings	Within 10 working days

If we identify any Red-rated finding during the audit process, we notify you within 48 hours – you do not have to wait for the full report to learn about critical issues.

6. Risk Protection

The Compliance Audit protects you by identifying regulatory risks before they result in:

PI-STS-011

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RISK	POTENTIAL CONSEQUENCE WITHOUT AUDIT
Expired or missing Gas Safety Certificate	Criminal offence; unlimited fine or imprisonment
Non-satisfactory EICR	Civil penalty up to GBP 30,000; local authority remedial action
EPC below minimum E rating	Fine up to GBP 5,000; property cannot legally be let
Unregistered deposit	Cannot serve Section 21; tenant claim of 1-3x deposit
Incomplete prescribed information	may affect Section 21 validity depending on circumstances; penalty of 1-3x deposit
How to Rent guide not served (or wrong version)	may affect Section 21 validity depending on circumstances
Right to Rent check not conducted	Significant civil penalty exposure (amounts vary by breach category and history); criminal offence for repeat
Unlicensed HMO	Civil penalty up to GBP 30,000; Rent Repayment Order (up to 12 months' rent)
Unfair tenancy agreement terms	Terms unenforceable; tenant challenge; reputational damage
Planning non-compliance	Enforcement notice; licence refusal; potential prosecution
Missing fire risk assessment (HMO)	Criminal offence under Fire Safety Order; enforcement action

The Compliance Audit quantifies your exposure and provides a prioritised remediation plan. Every finding is rated, costed, and referenced to the specific legislation.

7. Compliance Assurance

The Compliance Audit is conducted by Property Intel's specialist compliance team. Every audit is reviewed and signed off by the Head of Compliance before the report is issued.

PI-STS-011

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Our audit methodology is structured, repeatable, and legislation-referenced:

- Every compliance area is assessed against specific statutory requirements, not general best practice
- Every finding is assigned a Red/Amber/Green rating with clear criteria
- Every recommended action is specific, actionable, and costed
- Every legislation reference is cited with the relevant Act, Section, and Regulation
- The remediation action plan is prioritised: Urgent (7 days), High (30 days), Medium (90 days), Low (12 months)

The RAG summary table gives you an immediate overview of your compliance position:

RATING	MEANING
Red	Non-compliant; statutory breach; enforcement risk; immediate action required
Amber	Approaching non-compliance or partially compliant; action within 30 days
Green	Fully compliant; no action required

Our auditors maintain continuing professional development in all relevant legislation. The compliance audit database is updated quarterly to reflect legislative changes, new case law, and updated government guidance.

SECTION 08

8. Why Property Intel

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DIFFERENTIATOR	WHAT IT MEANS FOR YOU
Deep, not broad	This is a compliance-focused audit, not a general property review. Every compliance area receives thorough, specialist attention.
Legislation-referenced throughout	Every finding cites the specific law. You know exactly which obligation applies and what the consequences of non-compliance are.
Borough-specific licensing knowledge	We maintain a database of London borough licensing schemes. We know the criteria for Tower Hamlets, Newham, Hackney, and every other London borough.
Red/Amber/Green clarity	The RAG system gives you an immediate, unambiguous picture. Red means act now. Green means you are compliant. No ambiguity.
Costed remediation plan	Every recommended action includes an estimated cost. You can budget for remediation based on real data.
Head of Compliance sign-off	No report leaves Property Intel without review and approval by our Head of Compliance. Quality is not negotiable.
Independent and objective	We report what we find. Our audit is not influenced by a desire to upsell management services.
Interim Red notifications	If we find something critical, you know within 48 hours. You do not wait for the full report.

9. Pricing Positioning

The Compliance Audit is a fixed-fee service. The fee covers the complete audit scope: certificate audits, licensing assessment, deposit and documentation review, tenancy agreement review, Right to Rent and How to Rent compliance, fire safety assessment, HHSRS assessment (where scope permits), planning compliance check, report compilation, and debrief.

PI-STS-011

External -- Client-Facing

The fee reflects the specialist expertise, legislative knowledge, and thoroughness required to deliver an audit that landlords can rely on.

Property Intel does not offer discounted or abbreviated compliance checks. The value of this service is measured in:

- Penalties avoided: a single compliance failure can carry a penalty of GBP 5,000 to GBP 30,000
- Possession preserved: multiple compliance failures can prevent a landlord from recovering their property through a Section 21 notice
- Legal exposure quantified: the audit report provides a clear financial risk assessment
- Peace of mind: independent confirmation that you are compliant, or a clear path to becoming so
- Time saved: our team has the expertise and systems to complete the audit efficiently; the same review conducted by the landlord would take significantly longer and may miss borough-specific requirements

For landlords with multiple properties, portfolio pricing is available. Contact our compliance team for a tailored quotation.

10. Call to Action

Contact Property Intel to arrange your Compliance Audit.

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Ready to understand your full compliance position?

Contact Property Intel to arrange your Compliance Audit.

CONTACT METHOD	DETAILS
Telephone	07586479847
Email	contact@property-intel.co.uk
Website	property-intel.co.uk
Office	30 Churchill Place, London E14 5RE

We will confirm the scope, issue the document request, and deliver a report you can act on – within 10 working days of receiving your documentation.

No obligation. Thorough, independent, legislation-referenced compliance audit for London landlords.

*Property Intel – Intelligence-Led Property Management
London | Tower Hamlets | Residential Lettings*

NEXT ACTION

Discuss this service

For scope, fees, onboarding timelines, or portfolio-fit questions, route the next conversation through Head of Compliance or the relevant Property Intel service lead.

DOCUMENT OWNER	REVIEW CYCLE	CURRENT ISSUE
Head of Compliance	Bi-Annually	1.0
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