

Property Onboarding Checklist

SilverKeysStays LTD · Short-Let & Airbnb Management, Cambridge

Everything we need from you to get your property live — and keep it fully compliant. Tick each item as you go, then send it over and we'll take it from there.

1. Ownership & Permissions

- ☐ Proof of ownership (Land Registry title or recent mortgage statement)
- ☐ Photo ID and proof of address for each owner
- ☐ Written mortgage lender consent for short-let use
- ☐ Freeholder or management company consent, if leasehold
- ☐ Confirmation the lease permits short-term letting
- ☐ Local planning position checked (90-day style restrictions, if applicable)

2. Safety & Compliance

- ☐ Gas Safety Certificate (CP12) — renewed annually
- ☐ Electrical Installation Condition Report (EICR) — within 5 years
- ☐ PAT testing records for portable appliances
- ☐ Smoke alarms on every floor and a carbon monoxide alarm where required
- ☐ Fire blanket and extinguisher in the kitchen
- ☐ Fire risk assessment and clear escape route
- ☐ Energy Performance Certificate (EPC)
- ☐ Legionella risk assessment

3. Insurance

- ☐ Short-let or holiday-let buildings insurance in place
- ☐ Contents cover for furnishings and appliances
- ☐ Public liability cover confirmed with your insurer
- ☐ Insurer notified in writing that the property is used as a short-let

4. Access & Keys

- ☐ Three full sets of keys, plus fobs or parking permits
- ☐ Alarm codes and instructions
- ☐ Smart lock or key safe details, if fitted
- ☐ Bin collection days and recycling arrangements
- ☐ Parking rules and any visitor permit process

5. Utilities & Connectivity

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- ☐ Gas, electricity and water supplier names and account numbers
- ☐ Council tax or business rates position
- ☐ Broadband account with unlimited data (essential for guests)
- ☐ Wi-Fi network name and password
- ☐ TV licence, if a television is provided

6. The Property Itself

- ☐ Furnished to a good standard, with fire-safe soft furnishings
- ☐ Two full sets of bed linen and towels per bed
- ☐ Working kitchen equipment, crockery and cutlery for max occupancy
- ☐ Washing machine and, ideally, a dryer
- ☐ Heating and hot water in good working order
- ☐ Any outstanding repairs or damp issues resolved before launch
- ☐ Blinds or curtains in every bedroom

7. Financial & Admin

- ☐ Bank account details for monthly payouts
- ☐ Preferred contact name, email and phone number
- ☐ VAT status, if applicable
- ☐ Accountant details, if you'd like statements copied to them
- ☐ Any owner-use dates you want blocked in the calendar

8. Nice to Have

- ☐ Existing professional photography
- ☐ Manuals for appliances, boiler and heating controls
- ☐ Local recommendations you'd like included in the guest guide
- ☐ Preferred contractors you'd like us to keep using

Don't have everything yet? That's normal. Send us what you have and we'll help you arrange the rest — including certificates and contractors. This checklist is general guidance for properties in England, not legal advice; requirements can vary by property and local authority.