

Your answer sheet

Reference SAMPLE00 · prepared 16 December 2026

SAMPLE: the landlord, property and notes are made up, to show what you'll get.

Use this sheet when you register on GOV.UK. Each section matches a section of the official form, in the same order. Fix anything marked "Change this" before you start.

This answer sheet is from an independent checking service. It is not from the government, and it is not your registration: you still need to register each property yourself on GOV.UK.

1 thing to fix before you register

About you

Who lets the property?

An individual (or individuals)

Checked: correct

Full name, or the organisation's name

Alex Sample

Checked: correct

Contact address

12 Example Road

Sampletown

AB1 2CD

Checked: correct

Phone number

07700 900123

Checked: correct

Property 1: Flat 3, 45 Model Street, AB1 9ZZ

1 thing to fix

1. The property

What is the property's address?

Flat 3, 45 Model Street

Sampletown

Checked: correct

Postcode

AB1 9ZZ

Checked: correct

What type of property are you registering?

Flat

Checked: correct

Select the type of ownership you have for your property

Leasehold

Change this: Your lease shows a share of the freehold, so choose "Share of freehold".

2. Licensing

Select the type of licence you have for your property

This property does not need a licence

Checked: correct

3. Who lives there

Is the property let at the moment?

Yes

Checked: correct

How many households live in your property?

1

Checked: correct

How many people live in your property?

2

Checked: correct

How many bedrooms in your property?

2

Checked: correct

4. Rent

How much is the rent?

£950.00

Checked: correct

How often is the rent paid?

Monthly

Checked: correct

Does the rent include any bills?

No

Checked: correct

Is the property furnished?

Unfurnished

Checked: correct

5. Freeholder and property manager

What is the name of the freeholder?

Example Estates Ltd

Checked: correct

What is the freeholder's address?

1 Freehold Way

Sampletown

AB1 1AA

Checked: correct

Is there any other superior landlord?

No

Checked: correct

Does a letting agent or property manager manage the property?

No

Checked: correct

6. Safety documents

Gas safety certificate

Expiring soon

Issued: 20 January 2026

Expires: 19 January 2027

Book the next gas safety check now: it runs out a month after you register.

Electrical safety certificate

In date

Type: Electrical Installation Condition Report (EICR)

Issued: 2 May 2024

Expires: 1 May 2029

Outcome: Satisfactory

Energy performance certificate (EPC)

In date

Valid until: 14 August 2031

Energy rating: C

What to do before you register

1. Change the ownership answer to "Share of freehold".
2. Book the gas safety check before 19 January 2027.

Everything else is ready: you can register.