ROOMS IN CARDIFF.COM

7 DOCUMENTS TO CHECK BEFORE SERVING NOTICE IN WALES

Practical Section 173 / RHW16 compliance and proof-of-service checklist for landlords

A certificate on file is not the same as proof that a contract-holder was given it. **Check the records, service evidence and notice restrictions before issuing RHW16.**

1 Written occupation contract

Keep the contract and evidence that its written statement was supplied on time; check any relevant landlord-information notices.

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2 Gas safety records

Where required, retain each valid gas safety record and how/when it was given or displayed under the applicable regulations.

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3 EICR and electrical work

Keep the valid condition report, remedial confirmations and proof of supplying each document within the required period.

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4 EPC and its delivery record

Retain the valid Energy Performance Certificate where required and evidence that it was supplied to the contract-holder.

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5 Deposits, fees and information

Where applicable, retain deposit-scheme and prescribed information, delivery evidence, and checks for prohibited payments.

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6 Licensing and property condition

Verify Rent Smart Wales/HMO licences; retain smoke/CO alarm checks, repair logs and contractor-completion records.

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7 RHW16 and notice service plan

Check the correct form, contract type, notice dates, restrictions and recipient. Keep a copy of the final notice and a clear record of how/when it is given.

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PROOF-OF-SERVICE RECORD TO RETAIN

Document version | Contract-holder | Date | Delivery method | Supporting evidence

The requirements differ by document. A missing signature does not always mean service failed.

General guidance only. Not a legal validation of a particular notice. Reviewed 18 November 2026.

Sources: Welsh Government Renting Homes checklist, standard occupation contract guidance and legislation.gov.uk.

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