

Landlord compliance tracker: quick start

Gas safety, EICR and every other check, per property. Free template for UK landlords and letting agents.

UK · October 2026 edition

Set it up in 30 minutes

- 1. **Delete the "Example -" rows** on Checks, Gas safety and EICR.
- 2. **Gas safety:** one row per property. Type the last check date (earliest appliance if they differ).
- 3. **EICR:** one row per property: nation, inspection date, any next date on the report.
- 4. **Checks:** EPC, alarms, HMO licence and the rest, dates copied from the document.
- 5. **Properties:** type each address once, spelled the same way. Every check appears on one grid.
- 6. **Every Monday:** open the Dashboard. Act on red and amber.

Colours and actions

Expired	The next deadline has passed. Act today.
Due ≤30 days	Book or send now.
Due ≤90 days	Plan it: gas shows BOOK NOW from 90 days out.
OK	More than 90 days away.

"Next deadline" is the earliest open date on a row: a tenant copy, remedial work, a confirmation or the next check. Days left and Status follow it.

Gas safety: the 2-month rule, worked out for you

Last check (C): 1 Apr 2026

Window opens (D): 1 Feb 2027



Check before the window: clock resets to that date Deadline (E): 31 Mar 2027

Window opens =EDATE(C4,10) · Deadline =EDATE(C4,12)-1 · A check inside the window keeps the deadline: the next one is 12 months on.

Column	Formula (row 4)	What it means
Next clock date (H)	=IF (ISNUMBER (G4) , IF (AND (ISNUMBER (C4) , G4>=D4 , G4<=E4) , EDATE (C4,12) , G4) , " ")	Check inside the window: clock moves exactly 12 months on. Early or late: the real check date.
Tenant copy due (J)	=IF (ISNUMBER (G4) , G4+27 , " ")	Existing tenants within 28 days, counting the check day as day 1. New tenants: before they move in.
Action (Q)	BOOK NOW · Booked inside window · Booked too early (clock will reset) · Booked too late · OVERDUE · Send tenant copy · Done: copy next clock date into Last check	

EICR: four clocks, one row

Clock	England	Wales	Scotland
Next EICR due (E)	=MIN(D4,EDATE(C4,60)) , or EDATE (C4,60) if D is blank	5 years or the report's earlier date	No more than 5 years
C1, C2, FI work (J)	28 days from inspection, or sooner if the report says: C4+27	Not calculated: check that nation's rules	
Confirmation of work (L)	To tenants and council within 28 days of completion	Not calculated	
Tenant copy (N)	Within 28 days: C4+27	Within 14 days: C4+13	Before the tenancy starts

England also: a copy to the council within 7 days of a written request, and to new tenants before they move in. Keep each report until the next inspection is due.

After every gas check

- ☐ Type the date in "Check done on"
- ☐ Check the record has the nine required items
- ☐ Send the tenant copy and type the date sent
- ☐ Copy "Next clock date" into "Last check"; clear booked and done

After every EICR

- ☐ Enter result, codes and any earlier date on the report
- ☐ Book C1, C2 and FI work before the remedial deadline
- ☐ Send tenant copy; log date and method in Notes
- ☐ Send written confirmation once the work is done

What happens if you miss it. Breaching gas safety regulation 36 is a criminal offence (HSE). In England a council can fine a landlord up to £40,000 for breaching the electrical safety duties. The spreadsheet cannot remind anyone: it only changes when it is opened.