EBL ASSURANCE GROUP

Rental portfolio evidence review

Fictional example · Letting agent property-document review

Report ID	EBL-FICTIONAL-LETTINGS-2026-11-22	**Issue date**	22 November 2026
Data source	Built-in fictional example	**Records in scope**	5 fictional properties
Reviewer	Not supplied	**Draft version**	Draft 1 · human review required
Evidence cutoff	22 November 2026	**Agreed scope**	Fictional property document review

Plain-English summary

> **What this example shows:** 45 of 53 applicable information fields contain a value. The checklist found 8 fields to request, 2 dates to check and 3 applicability or status questions. Five fictional property records were reviewed. These counts describe the information supplied only; they are not grades or a declaration of legal compliance or property safety.

How to read the information count

A field counts as supplied when it contains a value. Fields marked not applicable are excluded only where the matching applicability answer is recorded as “No”. A populated value does not prove that a source document is authentic, current or sufficient. Each finding needs a human check against the original evidence.

Property summary

Property	Information supplied	Fields to request / clarify	Dates to check
DEMO-001	11 of 11	0	0
DEMO-002	10 of 12	2	2
DEMO-003	4 of 9	7	0
DEMO-004	9 of 10	2	0
DEMO-005	11 of 11	0	0

Suggested next steps

- Check the two date prompts against the original certificates and the agreed review scope.
- Request missing evidence references and source documents from the relevant landlord or contractor.
- Confirm unknown gas, HMO or remedial-work details before deciding whether a field is applicable.
- Assign an owner and target date to each follow-up; a competent reviewer should check originals before any client issue.

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Follow-up action plan

Suggested actions for this fictional example. No priority level, owner or target date has been assigned. Confirm these with the client and reviewer.

Action type	Property and issue	Evidence or action needed	Owner / target / status
Check date	DEMO-002 · Gas next due date shown as 1 July 2026	Compare with the original certificate and confirm the date recorded.	Owner: not assigned Target: not set Open · original check pending
Check date	DEMO-002 · EPC expiry date shown as 1 September 2025	Check the source record and confirm whether a current EPC record exists.	Owner: not assigned Target: not set Open · original check pending
Request evidence	DEMO-002 · Electrical remedial evidence reference missing	Request the evidence reference and the supporting document in agreed scope.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-002 · Alarm evidence reference missing	Confirm agreed alarm scope and request the applicable evidence reference.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-003 · EICR report date missing	Request the original electrical report or verify the source record.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-003 · EICR next due date missing	Check the original report and record the source date.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-003 · EPC reference missing	Request or verify the EPC source reference.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-003 · EPC expiry date missing	Check the source record and record the date if applicable.	Owner: not assigned Target: not set Open · evidence requested
Request evidence	DEMO-003 · Alarm evidence reference missing	Confirm agreed alarm scope and request the applicable evidence reference.	Owner: not assigned Target: not set Open · evidence requested
Clarify	DEMO-003 · Electrical remedial status unclear	Ask whether remedial work was identified; check its completion evidence if relevant.	Owner: not assigned Target: not set Open · reviewer check pending
Clarify	DEMO-003 · HMO applicability unknown	Confirm whether the agreed scope includes HMO licensing evidence.	Owner: not assigned Target: not set Open · reviewer check pending
Request evidence	DEMO-004 · HMO licence evidence reference missing if required	Confirm applicability; request evidence reference only if within agreed scope.	Owner: not assigned Target: not set Open · evidence requested
Clarify	DEMO-004 · Gas safety record applicability unknown	Confirm whether gas safety documentation applies to this property.	Owner: not assigned Target: not set Open · reviewer check pending

Review limitation: This is a fictional desktop document review. It does not authenticate documents, determine legal duties, inspect a property, confirm repairs or replace a competent inspection. The report is a draft and must not be issued to a client.