

HMO record pack

Document register, fire alarm record log and emergency lighting record log. Print, fill in by hand and keep one set per property.

Please read. This pack is a blank record-keeping aid. It does not prove or show that a property is compliant, and it does not replace official guidance or advice from your local council. HMO rules differ across England, Scotland, Wales and Northern Ireland, and by property type, size and licence conditions, so there is no single UK-wide list of required records. Any inspection or test frequency, and what each record must contain, comes from the official source and your licence conditions, not from this pack. MyPropertyRecord does not determine legal compliance.

How to use it

- Fill in the property, any licence or council reference, and the period at the top of each page.
- List each document once in the register, with where the original is kept.
- Add a log entry each time a test, inspection or service happens, using the wording of whoever did it.
- Put the report or job number in the reference column so each entry points to its evidence.
- Leave a date blank if no official source, licence condition or provider has given you one. Do not invent a schedule.

What is in the pack

- Page 2: Document register
- Page 3: Fire alarm record log
- Page 4: Emergency lighting record log

Nation-specific rules

Licensing and record requirements differ across England, Scotland, Wales and Northern Ireland, and can vary by council. See <https://mypropertyrecord.co.uk/guides/hmo-record-keeping> for the official sources and how the rules differ.

Document register

Property / address:

HMO licence or council reference (if any):

Period covered:

Document or record name	Category	Property and address reference	Date issued or completed	Provider or contractor	Renewal or next action date	File or reference location	Notes

Fire alarm record log

Property / address:

HMO licence or council reference (if any):

Period covered:

Date	System or location	Test, inspection or service type	Result	Fault found	Remedial action	Contractor or responsible person	Document or reference	Notes

Emergency lighting record log

Property / address:

HMO licence or council reference (if any):

Period covered:

Date	Area, fitting or system reference	Test, inspection or service type	Result	Fault	Remedial action	Contractor or responsible person	Document or reference	Notes