

Lettings Compliance Workflow Checklist

Use this to review repair reports, rent-review tasks, landlord communication and evidence trails.

Area to check	Current state	Action needed
Repair and hazard response route		
Rent-review workflow		
Landlord evidence trail		
Tenant communication log		
Escalation and handover control		
Documented timestamps		
Weekly compliance review		

Next step: book a 15-minute MotionFlow workflow audit and we will map the highest-leverage improvement for your branch.