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Checklist

Your Renters' Rights Act readiness checklist

Everything you need to do in Alto before 1 May 2026

☐ 1. Review the help documentation

Read the help centre article here to get familiar with how the new legislation affects your day-to-day workflows in Alto.

- Listing properties
- Reviewing rent
- Accepting offers
- Vacating tenancies
- Progressing tenancies / Alto Lettings Progression progressing tenancies
- RRA converter tool

☐ 2. Review and update your documents

Make sure all your letters and documents reflect the new legislation. If you subscribe to the Letters and Agreements package, your documents will be updated automatically before 1 May - no action needed.

The full list of documents to check can be found here: Lettings Centre: Schedule of forms 2026.pdf

From 1 May, make sure you're using the updated **Form 3A** for Section 8 Notices and **Form 4A** for rent reviews. You can preview these now on Gov.uk.

Looking to upgrade? Learn more about The Lettings Centre and upgrade

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3. Review and configure your progression milestones (available now)

We've added new progressions designed specifically for managing Assured Periodic Tenancies, each with a default set of milestones to get you started. You can configure these to fit your processes in Group Settings.

- APT Rent Review progression (new)
- APT Possess Property progression — Section 8s (new)
- APT Vacate progression — tenant notice & mutual surrender (new)

Note:
These progressions and milestones apply to Assured Periodic Tenancies only.

4. Assign documents to progression events (available now)

Save time by automating letter generation when progressions are started or finalised. Set this up via Templates and Admin > Actions > Create Letter Template.

This applies across:

- Lettings progression (existing — APT and non-APT)
- Rent Review progression (new — APT only)
- Section 8 Possession progression (new — APT only)
- Notice to Quit progression (new — APT only)
- Mutual Surrender progression (new — APT only)

5. Configure your rent review notifications (available now)

To ensure you never miss a rent review, a new **APT Rent Review** management event will appear in your Alto Property Management Dashboard. This date is set automatically for APT tenancies — 12 months from the last rent increase on the tenancy.

The default notification is set to 90 days before the earliest effective date for a rent increase. You can adjust this via Group Settings > Management Diary Events.

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6. Convert your properties (available now)

Once your unlet properties are updated, move on to your active tenancies. Use the Tenancies section of the RRA Converter Tool (Tools > RRA Converter Tool > Tenancies) to convert tenancies to Assured Periodic Tenancies.

Once converted:

- Each tenancy will have a new Assured Periodic term beginning 1 May (or later, if converting after that date)
- All recurring charges will be set to recur indefinitely
- Alto will generate a rent history and APT Rent Review date based on the last rent increase — not 1 May

Note:
Tenancies with active progressions (vacate, renewal, or letting) cannot be converted until those progressions are finalised.

Read more about this feature in our help centre.

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7. Send the Information Sheet to your tenants (available now)

You can send the **Renters' Rights Act Information Sheet 2026** in bulk to all tenants in Assured Periodic Tenancies directly from Alto.

Here's how:

- Prepare an email template in Templates and Admin. An example template is available to copy in the Information Sheet section of the RRA Converter Tool (Tools > RRA Converter Tool > Information Sheet).
- Use the tool to confirm you have email addresses for all tenants.
- Send in bulk. Alto will automatically attach the government PDF, track delivery and opens, and create an audit record.

Note:
If you can't get an email for a tenant or want to serve the sheet in a different way, you can use the tool to log that you've served the Information Sheet by post or in person.

Read more about this feature in our help centre.

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Everything you need in one place

We've pulled together everything you need to get Renters' rights ready in the **Alto Renters' Rights Toolkit** — your one-stop hub for guides, FAQs, and the latest updates.

And if you want to talk it through, join one of our daily drop-in sessions, running every day from 20th April until the 15th May. Bring your questions, your edge cases, or just come to sense-check your setup with the team.

Your Renters' Rights toolkit

Explore now

Renters' Rights daily drop-in sesson

Book your session

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