

LETTABLE STANDARD – VOIDS

The Association aims to achieve the following standards for re-let voids, subject to budgets. Some work may be carried out after letting.

External

General – The property should be free of any visible damp staining to the walls. Plasterwork to the walls and ceilings should be sound, however small hairline cracks are acceptable.

Roof – The roof covering should be sound and in a wind and waterproof condition with no visible signs of leaking. The rainwater goods must be secure, clear (based on a visible inspection from the ground), and show no evidence of any leaks.

Front and Rear Doors – The front and rear doors and frames must be sound and free from rot. Where rot is evident this should, where possible, be repaired, if this is the most cost effective option. The doors must be capable of opening and closing properly and reasonably draught proof. They must have a secure locking system (cylinder or mortice lock) with a minimum of two locking bolts top and bottom.

Windows – Must be free from extensive rot and capable of opening and closing properly. The glazing must not be broken or cracked and opening lights to be relatively draught proof. Security catches should be fitted to ground floor windows.

Gardens, yards and Stores – Gardens should be neat and tidy and clear of any litter, household goods or overgrown weeds.

Yard areas – surfaces to be in reasonable condition with no tripping hazards.

Yard Walls – to be sound and structurally safe (no loose render etc).

Yard Door/Gate – must be in sound condition, free from extensive rot and capable of being opened and closed easily.

Bin Stores/Meter Cupboards – must be in a sound and clean condition with doors fully operational.

Internal

Electrical System – Any DIY Electrical appliance installed by the outgoing Tenant should be removed.

Test and Certicate the Electrical Installation / Appliances to current NICEIC Safety Standards, ensuring compliance with Part P Building Regulations.

Any defective lamp / battern holders and electrical sockets should be replaced.

Consumer Unit is to be a, RCD protection consumer unit.

In each room there should be a minimum number of socket outlets as follows:

Living Room	2 double socket outlets
Kitchen	3 double sockets (2 above worktop height)
Bedrooms	2 double socket outlets

Any extract fans, smoke alarms, door entry systems and burglar alarms must be fully operational.

Gas Heating System – The gas fire and heating boiler should have no visible defects. There should be a fixed heater (radiator or storage heater) in each room. The kitchen should have a cooker outlet point with bayonet fitting attached (as well as electric cooker outlet point).

The heating system should be checked for operation and all radiators/storage heaters must be free from extensive rusting/chipping.

Gas Safety Test – When a property becomes Void, the gas supply is disconnected at the meter outlet and sealed by Gas Safe registered personnel.

On occupation the property gas supply will be restored, the gas installation/appliances commissioned and the Landlord's Safety Inspection Certificate issued. Also explaining the controls of the system to the incoming tenant.

Solid Fuel / Oil Heating System – The heating system should have no visual signs of damage. On occupation the property will have the Flue / Fire cleaned and swept by a HETAS / Gas Safe Qualified Engineer, and Certificated.

Kitchen – All kitchen units must be secure to the wall and doors and drawers fully operational. The worktops must be sound and hygienic and free from extensive chipping or deep scratches.

The sink top must be free from dents or scratches and the taps in good working order and a plug fitted.

The number of units for food storage and for storing cleaning and cooking utensils must be adequate enough to suit the size of the property and the number of people living there.

Wall tiling must be provided above all worktop areas and should be sound, clean and well grouted. There must be a waterproof sealant fitted between the worktops and wall tiles.

The kitchen layout must provide adequate spaces for a cooker, washing machine (preferably under the sink drainer section) and fridge/freezer. The layout should include for a worktop each side of the cooker and enough worktop area for food preparation.

There should be a suitably sized extractor fan installed.

Bathroom – The bathroom suite should be clean and free from any defects, chips, large scratches or abrasive surfaces. The wash hand basin and bath must have plugs fitted and all taps to be free from drips and easy to operate. All splash back tiling should be sound with no cracked tiles and the waterproof sealant around the perimeter of the bath and basin must be sound and watertight.

The WC pan should have a sound and hygienic seat fitted and the cistern flushing mechanism in working order and checked for any over flow problems. There should be a humidistat extract fan fitted.

Any shower unit to be tested to ensure adequate water temperature is attained and all shower trays/enclosures to be sound and waterproof.

General Plumbing – A visible inspections of the plumbing system should confirm no water leaks from ball valves, taps, washing machine outlets or radiators.

Floors – Kitchen and bathroom floors should be sound, level and clean. All floors must be free from damp, and in a suitable condition to fit a covering over.

Internal Doors – Doors and frames must be sound and free from rot. Where rot is evident this should, where possible, be repaired, if this is the most cost effective option. The doors must be capable of opening and closing properly. Where internal doors are glazed, they must display the safety glass kite mark.

Walls and Ceilings – There should be no major cracks or loose plaster or serious damage caused by previous tenants fixings.

Loft Area – To be free from Furniture / Debris, and a Minimum of 250mm Loft Insulation.

Cleanliness – The following must be adhered to:

- No rubbish/litter in the property.
- Property free from any visible infestations.
- All worktops/cupboards clean and free from grease etc.
- Fridges/cookers (where provided by the Association) cleaned.
- Floors swept and washed of any dirt/grime.
- Drains and gutters clear.

In general – no unsanitary condition to exist.

Furniture / Fittings (where supplied by the Association) – The following to be provided:

- Bed – in good condition
- Mattress – clean and free from any marks
- Chair, bedside table, wardrobe and chest of drawers
- Lampshades and curtains, Cooker, fridge and washing machine visually checked for damage.

Redecoration to Re-Let Voids – The Association will redecorate in the following circumstances:

- Existing decoration is poor or repair work has substantially affected existing decoration.
- The incoming tenant is incapable of carrying out decoration work through physical or medical circumstances, and there is no one else to do the work.
- The redecorations are part of a negotiated package relating to the need of decanting tenants.
- Full decoration to be considered to properties where Housing Officer feels this would enhance the chances of letting property in reasonable length of time (e.g. low demand area)
-

Decorating Vouchers – may be made to incoming tenants on the conditions below:

- The allowance is a fixed amount and is not intended to meet the full cost of labour and materials.
- Tenants may be given vouchers in line with fixed amounts below:
 - Living room 30/50
 - Bedroom 30/50
 - Kitchen 30/50
 - Bathroom/WC 30/40
 - Hall / Stairs 40/50

IMPACT HOUSING ASSOCIATION

VOID PROPERTY INSPECTION FORM



ADDRESS PROPERTY TYPE DATE OF INSPECTION/...../.....

Type of heating system

Boiler type, Manufacturer, Approximate Age

Stopcock location

Electric meter location Meter reading..... Supplier

Gas Meter location Meter reading..... Supplier

Water meter location Meter reading

Smoke detectors fitted YES / NO - If YES, details

.....

Careline system fitted YES / NO - If YES, details

.....

Has the property been secured? YES / NO - If YES, details

.....

Have any adaptations been fitted? YES / NO - If YES, details

.....



- REPAIR DETAILS - LIVING ROOM

Repairs Required

S Two double sockets YES / NO

S Window security catch YES / NO

S Radiator / other fixed heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES detail ...

Condition of Decoration
Decoration Allowance YES / NO

KITCHEN

Standards for kitchen units

- all units secure to wall
- doors and drawers to open and latch securely
- worktops sound and lipped
- mastic secure at wall abutments above worktops and sink
- all units and worktops to be in a sound and hygienic Condition

S Space for cooker, fridge, and washing machine YES / NO
If NO, details

S Back door – top and bottom Bolts YES / NO

S Cooker Outlet (gas & electric) YES / NO

S Window – Security catches YES / NO

S Extractor fan YES / NO

S 3 double sockets, 2 above worktop height YES / NO
If NO, detail

S Plug secure to sink YES/NO

S Floor covering YES / NO

S Radiator, other fixed heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Repairs Required

Condition of Decoration
Decoration allowance YES / NO

HALL / LOBBY / STAIRS / LANDING

Repairs Required

- S Window security catch (ground floor window) YES / NO
- S One Socket YES / NO
- S Front door locks to secure by design standard (Yale lock & bolts at top and bottom of door) YES / NO
- S Door in good condition YES/ NO
- S Loft has a Minimum of 250mm of Insulation YES/ NO
- Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES / NO

OTHER GROUND FLOOR ROOMS

Repairs Required

S Window security catch YES / NO

S Radiator / other fitted heater YES / NO

S Two double sockets YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES / NO

BEDROOM 1 (SPECIFY LOCATION)

Repairs Required

S Two double sockets YES / NO

S Radiator / other fixed heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES / NO

BEDROOM 2

Repairs Required

S Two double sockets YES / NO

S Radiator / other fixed heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES/NO

BEDROOM 3 (SPECIFY LOCATION)

Repairs Required

S Two double sockets YES / NO

S Radiator / other fixed heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES / NO

BEDROOM 4

Repairs Required

S Two double sockets YES / NO

S Radiator / other fitted heater YES / NO

S Door in good condition YES / NO

Tenant improvements YES / NO
If YES, detail

Condition of Decoration
Decoration Allowance YES / NO

BATHROOM / W.C.

S	Humidstat Extractor fan	YES / NO
S	Radiator / other fixed heater	YES / NO
S	Toilet seat secure	YES / NO
S	Cistern flushes	YES / NO
S	One course of tiles above WHB	YES / NO
S	Tiles and grouting sound	YES / NO
S	Three courses of tiles above bath	YES / NO
S	Floor Coverings	YES / NO

Bath

S	Standard – sound & clean condition	YES / NO
	Shower over bath	YES / NO
	Level access shower	YES / NO
S	Plugs secure to bath and basin	YES / NO
S	All mastic sound	YES / NO
S	Enclosed Light fitting installed	YES / NO

Tenant improvements	YES / NO
If YES, detail	

Repairs Required

Condition of Decoration	
Decoration Allowance	YES / NO

EXTERIOR / GARDENS

Check condition of

- S Fencing / Walls - reasonable condition and secure
- S Gates - reasonable condition and secure
- S Gutters / rain water goods - sound and clear and securely fixed
- S Roofs (including pointing, chimney stacks) - No roof leaks
- S Grounds (paths, hardstandings, lawns) - No dangerous holes or deterioration which presents a serious health and safety risk

- Outhouse / garages YES / NO
- S Overflow pipes - pipes sound and not dripping/running
- S Steps - sound and in safe condition
- S Driveways - sound and in safe condition YES / NO

- Security light fitted YES / NO
- S Grass cutting required YES / NO
- Other garden works YES / NO
If YES, detail

Repairs Required

External decoration works required
YES / NO
If yes, further details

COMMENTS

General Condition of Property :

Any visible signs of Damp

Any Visible signs of Condensation

Decoration Vouchers required Yes / No

Living room	£.....
Bedroom	£.....
Kitchen	£.....
Bathroom/WC	£.....
Hall / Stairs	£.....

Total £.....