

# Fact Sheet – No 8

## Homes in Multiple Occupation

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### GUIDANCE FOR LANDLORDS INSPECTING THEIR PROPERTY

#### General Structural Repair

The whole fabric of the building should be in a sound and serviceable condition. Particular checks should be made of the:-

- **ROOF** - Examine for missing tiles/slates, sagging or movement to the roof slope and tears or other damage to flat roof coverings. Check for evidence of leaks inside the building.
- **EXTERNAL WALLS** - check for cracking or other evidence of movement. Look out for loose or crumbling cement joints between bricks, loose or missing rendering, missing or rotted timber cladding. Check for evidence of penetrating dampness inside the building.
- **GUTTERING AND RAINWATER PIPES** – check for leaks or overflows Caused by blockages or poor alignment. Be aware of the potential for causing penetrating dampness inside the building.
- **INTERNAL WALLS AND CEILINGS** – should be sound, free from cracks and any signs of dampness.
- **FLOORS** – at all levels should be sound and free from any evidence of rot or Other damage. Check for evidence of excessive deflection or movement in the floors which could indicate instability problems.
- **STAIRCASES** – must be safe and secure with adequate balustrades and handrails if appropriate. They must be maintained in a clean and tidy condition, clear of obstructions particularly flammable furniture and have adequate artificial lighting.

#### External Doors and Windows

These should all be free from any rot or other damage and be capable of being easily opened and adequately secured. Any glazing to doors must meet current safety standards. Thumb turn locks where required must be in proper working order.

#### Fire Doors

Self closers must effectively close the door and engage the catch. Cold smoke seals must seal the gap between the door and frame.

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## Fire Alarm System

The alarm system must have been tested and certified within the last 12 months.

- Smoke/Heat detectors must be clean and operational.
- No fault should be indicated on fire alarm control panel.
- If the power is supplied through a coin operated meter there must be a minimum of £10 credit.

## Emergency Lighting

All emergency lighting units must operate when the mains power is switched off.

The emergency lighting system must have been tested and certified within the last twelve months.

Each emergency lighting unit must be clean and the light indicating that it is charging must be visible.

## Fire Extinguishers

All extinguishers must have been checked and certified in the previous twelve months.

Seals or ties indicating extinguishers have not been used must be intact.

## Sanitary Ware

All items should be serviceable, free from cracks and excessive staining. Taps and water closet flushes should all be in working order and free from runs or drips. Mastic seals must effectively prevent water leaking behind the appliance. W.C. seats must be properly fixed and capable of being effectively cleaned, basins must be securely mounted.

## Kitchen Facilities

All fittings, cupboards, worktops and sinks should be in a serviceable condition and be capable of being kept clean and hygienic. Equipment provided in the kitchen must be safe and in working order. In particular work surfaces must be fixed to the wall, smooth and impervious, cupboards must be in good order and cookers must be in proper working order.

## Electrical Installation

All electrical circuits and fittings must be **safe** and **adequate for their intended purpose**. In particular switches, sockets and light fittings should be checked for damage, exposed cable or outer insulation not being clamped. If you have any doubts or concerns about the electrical installation you are recommended to have the system examined and tested by competent electrician who will be able to provide you with an

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Inspection Certificate. Copies of any safety certificates should be submitted with your self-certification form.

## **Heating System/Hot Water System**

All parts of the heating and hot water system must be safe and in good working order including all controls (timers, thermostats etc.)

- *You are reminded that any gas appliances must be serviced by a CORGI Registered Contractor at least every 12 months. A copy of the current Inspection Certificate must be available at the premises.*

## **Security**

All doors and windows must be capable of being adequately secured when not in use. Lock keepers and door frames must be checked for damage where the locks may have been forced.

## **Decoration**

Standards of external and internal decoration should be satisfactory and also be sufficient to protect the fabric of the building i.e. timber window frames must be properly painted. Poor decoration would be considered as worn or damaged paint work, torn or peeling wallpaper, stained or threadbare carpets.

## **Cleanliness**

A good general standard of cleanliness is expected. Parts of the premises which are not the responsibilities of the tenant must be cleaned at least weekly by the Landlord. Long standing accumulation of dirt are not acceptable.

## **External Parts**

Any gardens or yards should be free from accumulations and excessive vegetation. Any sheds, garages, fences or gates must be in a serviceable and safe condition.

This guidance is produced for your assistance by Swindon Borough Council's Health and Public Protection Department.

### **IT IS NOT AN EXHAUSTIVE LIST OF ALL POSSIBLE BUILDING DEFECTS**

If you require further advice you should contact the Residential Services Team, Health & Public Protection Department, Premier House, Station Road, Swindon. SN1 1TZ . Telephone 466107

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# LANDLORDS SELF-CERTIFICATION OF PROPERTY CONDITION

**Address:-** .....

*\*Before carrying out an inspection of the property please read the accompanying guidance notes:*

The following matters have been examined and where appropriate have been tested to ensure satisfactory working order.

- |  |              |                          |        |                          |
|--|--------------|--------------------------|--------|--------------------------|
| <ul style="list-style-type: none"> <li>• General Structure Repair<br/><i>(Roof, guttering, walls, drainage)</i></li> </ul>               | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Doors and Windows<br/><i>(Weatherproof, free from rot, working)</i></li> </ul>                  | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Fire Doors<br/><i>(Self closing, seals)</i></li> </ul>  | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Fire Alarms<br/><i>(Tested, detectors, no fault light, in credit)</i></li> </ul>                | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Emergency Lighting<br/><i>(Tested, charge light, clean)</i></li> </ul>                          | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Extinguishers<br/><i>(Tested, sealed)</i></li> </ul>  | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Sanitary Ware (Bathrooms)<br/><i>(Leaks, stains, cracks, seals, seats, mounting)</i></li> </ul> | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Kitchen facilities<br/><i>(Work surfaces, sinks, cookers)</i></li> </ul>                        | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Electrical installation<br/><i>(Damaged, exposed cables)</i></li> </ul>                         | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Heating system<br/><i>(Annual CORGI test certificate)</i></li> </ul>                            | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Hot Water system<br/><i>(Suitable and sufficient)</i></li> </ul>                                | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Security<br/><i>(Lock keepers, door frames)</i></li> </ul>                                      | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Decoration<br/><i>(Satisfactory, not chipped, damaged or worn)</i></li> </ul>                   | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Cleanliness<br/><i>(Good standard at commencement)</i></li> </ul>                               | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• External Parts<br/><i>(Garden rubbish, sheds)</i></li> </ul>                                    | Satisfactory | <input type="checkbox"/> | Yes/No | <input type="checkbox"/> |

**Declaration:**

I confirm that I have carried out a full inspection of the above property which I can certify as being in good repair and in satisfactory condition for immediate occupation.

Name: ..... Dated:.....  
(Landlord/Management Agent)

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