FORTH HOUSING ASSOCIATION LIMITED

MINIMUM STANDARD FOR RE-LET PROPERTIES

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FORTH HOUSING ASSOCIATION LIMITED

MINIMUM STANDARD FOR RE-LET PROPERTIES

1.0 Introduction

1.1 Forth Housing Association has a legal obligation to ensure that its properties are maintained in a tenantable and habitable condition. In order to conform to this obligation, the Association will, by means of inspection and repair, ensure each property meets a minimum standard at the start of a tenancy.

2.0 Minimum Standard

2.1 Utilities

Electrical	
Safety Check	A Periodic Inspection and Test will be completed.
Pre-Payment Meter	Where a pre-payment meter is in debt, the Association will arrange to have the debt cleared to enable the electrical safety check to be completed. Pre-payment meters will be left in place. It will be the responsibility of the incoming tenant to contact the relevant supplier to have the meter reset/or removed.
Smoke Alarm	Each property will be fitted with a hardwired smoke alarm.
Gas	
Safety Check	A CP12 Gas Safety check will be carried out to the property and copy of the Landlord's Gas Safety Record sheet passed to the tenant
Pre-Payment Meter	Where a pre-payment meter is in debt, the Association will arrange to have the debt cleared to enable the safety check to be completed. Pre-payment meters will be left in place. It will be the responsibility of the incoming tenant to contact the relevant supplier to have the meter reset/or removed.
Gas Supply Pipe to Cooker	Where a bayonet fitting is in place, this will be removed, and the supply pipe cut and capped, unless Housing Management advise that this is required by the incoming tenant. **Should the incoming tenant require to have a gas cooker installed the Association can provide this service. However, the cost of this work will require to be paid for in advance**

	by the tenant.
Water	
	All properties will have a supply of mains cold water and a means of supplying hot water either by a gas fire combination boiler or electric hot water cylinder.
	A visual inspection will be carried out to check sanitary ware, Hot Water Cylinders, and pipe work for water tightness.

2.2 Elements

Element	Comment
Medical Adaptations	Where installed by the Association these will remain in place, and be maintained, for the benefit of the incoming Tenant/family member.
Alterations/ Improvements	Any works undertaken without the consent of the Association will be individually assessed. Such work may be removed or made good should this • not conform to current regulations, • be unsound, of poor workmanship, or a potential hazard • place an onerous financial responsibility on the Association to maintain it. Where minor alterations/improvements have been carried out without the permission of the Association, e.g. installation of shower, and are of an acceptable standard they may be retained for the benefit of the incoming tenant. Such alterations\improvements may be subject to a service charge
General	The property will be visually inspected for signs of wet/dry rot; timber decay, infestation.
Entrance Doors/ Pass doors	Locks to property shall be changed Be fitted with standard ironmongery (handles, lock\latch & hinges) Non standard locks to entrance doors shall be removed and the door made good. Operate and lock freely Be free of holes and dents A minimum of two keys will be provided per lock.
Windows will	Be fitted with standard ironmongery (handles, lock\latch & hinges) Operate and lock freely
Glazing will be	Free of cracks Securely fixed in place and watertight.

Kitchen Units	To be securely fixed in place To have matching doors and drawer fronts. Doors and drawers to operate freely Worktops, doors and drawer fronts will be free of excessive cuts/scores, marks, broken laminate. **Where repair/replacement of fitments is required the Association will endeavour to do so on a like-for-like basis. However, where this is not possible due to the age of the units, the Association may fit a similar finish**.
Sanitary Ware will	To be watertight and free of cracks which may cause injury or leakage Be in proper working order Have traps securely fixed in place Have plugs and chains in place
Electric Fittings	All socket outlets and light switches to work. To be securely fixed in place. To be free of cracks and holes which are hazardous. To be free of excessive paint Main light fitting, with bulb\tube, to be in position in each room.
Walls and Ceilings	All ceilings will be free of polystyrene tiles. Textured finishes will not protrude more than 3mm from the flat surface. Wall panelling will be securely affixed, in good condition and not covering any electrical wiring or plumbing. All ceramic tiles must be clean, securely affixed in place, free of extensive cracks and chips and appropriately sealed. All surfaces will be to a decorable standard. Any disused pipes, wiring, etc. will be removed and the surface repaired to a decorable standard.
Flooring & Stairs.	Will be visually inspected. Will be structurally sound. Floor tiling will be left in place unless of poor quality/ in disrepair.
Roof, Gutters and Rain Water Pipes	Will be visually inspected to check for water tightness/any required repairs.

2.3 Sundry

The property, attic space, bin store, cellar, Garden shed	Will be cleared of the former tenant's possessions, unless otherwise informed by the Housing Officer, and be clean and tidy.
Decor	Whilst decor is the responsibility of the tenant the void property should be to the minimum standard as set out in Appendix Two.

	The Association will make good any decor damaged as a result of necessary works The Association may undertake decoration to meet the minimum standard in Appendix Two.
Soft furnishings/floor coverings	Floor coverings, which are of an acceptable standard as determined by Technical Services, will be left in place. Outgoing tenant will be informed by Technical Services of any sub-standard flooring which they shall be required to remove prior to vacating the property Where this is not done it will be undertaken by the Association and the former tenant recharged any costs incurred. Where floor coverings are left in situ and the incoming tenant does not wish these they shall be removed at the Association's expense. Window furniture may be left in place. Should the incoming tenant not wish these it shall be their responsibility to dispose of same.
Domestic Appliances	All domestic appliances, (unless belonging to the Association); cooker, oven, hob, fridge/freezer, washing machine, tumble drier, etc. will be removed from the property.
Gardens Gardens\cont.	Will be cleared of all rubbish and unsound structures. Grass will be neat and tidy. Borders and beds will be free of excessive weeds and plants/shrubs trimmed. Cleared of garden furniture and ornaments unless by mutual agreement of the incoming and outgoing tenant, and the incoming tenant assumes responsibility for these items. Where this is the case Housing Management will obtain a copy of this agreement **Will be "taken as seen" by the incoming tenant and thereafter will be their responsibility.** Fencing will be complete, secure and in a sound condition. Where painted \stained this will be to an acceptable standard defined by Technical Services.
Sheds	Technical Service shall check whether this was erected with the Association's consent. • If it has, and the incoming tenant agrees to assume responsibility for the shed, it will remain in place • If the incoming tenant does not assume responsibility for the shed the outgoing tenant shall be required to remove this and make good the garden.

	• If it has not, but is sound and well maintained and the incoming tenant agrees to assume responsibility for the shed, retrospective permission shall be granted by the Association. • Should the in coming tenants not wish\agree to assume responsibility of the shed this will be removed by the outgoing tenant\ Association and the garden made good. The shed will be cleared of all contents unless by mutual agreement of incoming and out going tenant. Housing Management will obtain a copy of any agreement between incoming and out going tenants concerning the garden shed and its contents.
Satellite Dishes/TV Aerials	The Association will be responsible for the maintenance of communal digital aerials which it has installed. All other aerials and satellite dishes shall be removed by the sitting tenant unless the Housing Officer gets the incoming tenant to sign an agreement that they accept responsibility for these fixtures.
Cellars/Attic space	Will be clear of all former tenants' belongings
Common Parts	Will be inspected for any necessary repairs and made good.

3. Monitoring and review

The Management Committee will review this policy at least every 3 years and staff are responsible for ensuring that it meets legal and good practice requirements.

Appendix 1. Repairs to Void Properties Checklist

Location/Element	Works	Do before Occupation	Do after Occupation
General	Treat damp, wet/dry rot, timber decay and infestation	√	
Roof	Make wind and water tight	√	
Gutters and Rainwater pipes	Unblock, clean, clear and make water tight		√
Walls and ceilings	Remove polystyrene tiles	√	
Floors and stairs	Repair split or creaking wooden flooring, stair risers/treads Repair defective banister Make good uneven flooring	√ √ √	
Windows and Doors	Repair defective security locks Replace defective door/window furniture Replace broken glass Replace defective glazing Adjust for ease of opening and closing	√ √ √	 √ √
Gas Appliances	CP 12 Gas Safety Check	√	
Electrics	Periodic Inspection and Testing Replace/Install hardwired smoke alarm Replace battery to smoke alarm Replace hazardous fittings Minor electrical repairs	√ √ √ √	 √
Plumbing	Check pipe work is water tight Repair/Replace faulty ball valves, taps, supply and waste pipes, etc.	√	 √
Bathroom	Replace sanitary ware which leaks or may cause serious injury Repair/replace defective taps Minor sanitary ware repairs Repair/Renew tiling and mastic	√	 √ √ √
Kitchen	Repair/Renew defective units/worktops Repair/Renew tiling and mastic		√ √

	Repair/Renew defective taps		√

External Works	Repair unsafe, paths, steps, handrails, fencing, etc. which present an imminent danger. Repair unsafe, paths, steps, handrails, fencing, etc.	√ √	
Decoration	Extensive painter work Minimum painter work	√ √	
Cleanliness	Treat vermin and insect infestation Remove rubbish, floor coverings, furniture, white goods, etc. Clean fixtures and fittings	√ √ √	

Notes: This is not an exhaustive list but is a general guide. The Association will endeavour to complete all repairs to a void property prior to being re-let to minimise any inconvenience to the incoming tenant.

Appendix Two Standard of Decoration

Element	Standard
Ceiling.	To be free of; • Excessive holes and stains. • Discolouration (e.g. nicotine) • Excessive paint from walls which are poorly cut in. Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Walls	To be free of; • Excessive holes and stains. • Discolouration (e.g. nicotine) • Excessive paint from ceiling which are poorly cut in. Paint should be applied evenly and clean. Where wall paper has been affixed it should be • Securely pasted to the surface • Free of excessive tears, rips and wrinkles Allowance will be made for 'fair wear and tear'
Skirting\facings and door frames	To be free of • Discolouration (e.g. nicotine) • Excessive runs and drips Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Window cills\ledges	To be free of • Discolouration (e.g. nicotine) • Excessive runs and drips Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Doors & Windows	To be free of; • Discolouration(e.g. nicotine) • Excessive paint runs and drips • Excessive paint from walls which are poorly cut in Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Electrical fixtures & fittings	To be free of excessive paint. This being paint on the face of the cover plate.

The standard set out above seeks to give broad guidance on the acceptable standard of decoration for re-let properties.