

## **FORTH HOUSING ASSOCIATION LIMITED**

### **MINIMUM STANDARD FOR RE-LET PROPERTIES POLICY**

Code: M08

Approval: Dec. 2020

Review Date: Dec. 2023

Cross Reference: Reactive Maintenance Policy &  
Procedures

Voids Management Policy and  
Procedures

End of Tenancy Procedures

Alterations & Improvements  
Policy

Raising Standards in Housing.  
A Good Practice Guidance  
Manual



This document can be made available in alternative languages or formats (such as large print, audio etc). Please contact staff as required.

# **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**

<b>Electrical</b>	
Safety Check	An Electrical Installation Condition report 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.
Smoke Alarm	Each property will be fitted with the appropriate number of hardwired smoke alarms in line with current regulations.
<b>Gas</b>	
Safety Check	A CP12 Gas Safety check will be carried out to the property and a copy of the Landlord's Gas Safety Record sheet will be 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 gas safety check to be completed.
<b>Energy Performance Certificate (EPC)</b>	Will be obtained for all void properties where required.

#### **2.2 Elements**

<b>Element</b>	<b>Comment</b>
General	The property will have been visually inspected for signs of wet/dry rot; timber decay, infestation.
Front Door	Will be fully operational. Will have a minimum of 2 sets of keys. Will have a letterbox and backflap.

	Will have a spyhole fitted at a standard height.
Back Door	Will be fully operational. Will have a minimum of 2 sets of keys.
Windows	Will be fitted with standard ironmongery (handles, lock/latch & hinges) and safety devices/restrictors. Will operate and lock freely. Will be checked internally\externally for signs of rot.
Glazing	Will be free of cracks and holes. Will be securely fixed in place and watertight.

Kitchen Units	Will be securely fixed in place. Will have matching doors and drawer fronts. Doors and drawers will operate freely Worktops, doors, and drawer fronts will be free of excessive cuts/scores, marks, broken laminate. Hinges will be replaced/adjusted where necessary All surfaces will be washed down Sealant will be replaced where required The extractor fan will be cleaned/replaced All kitchens (space permitting) will have sufficient units in order to meet as a minimum, the SHQS
Sanitary Ware	Will be watertight and free of cracks which may cause injury or leakage. Will be in proper working order. Will have taps securely fixed in place. Will have plugs and chains in place.
Electric Fittings	All socket outlets and light switches will work. Will be securely fixed in place. Will be free of cracks and holes which are hazardous. Will be free of excessive paint; nicotine and other staining. A 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 will be clean, securely fixed in place, free of extensive cracks and chips and appropriately sealed. Grouting will be intact and reasonably clean.

	All surfaces will be to a standard suitable for decorating. Any disused pipes, wiring, etc. will be removed and the surface repaired to a standard suitable for decorating.
Flooring & Stairs.	Will be visually inspected. Will be structurally sound. Any loose/missing floorboards will be repaired/replaced. The floor surface will be even to allow flooring to be laid. Carpets and laminate to be uplifted unless otherwise agreed. Non slip flooring will be clean or replaced.
Roof, Gutters and Rainwater Pipes	Will be visually inspected to check for water tightness/any required repairs.
Gardens	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. Will be 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 staff will obtain a copy of this agreement. Will be "taken as seen" by the incoming tenant and thereafter will be their responsibility. Fencing/Decking will be complete, secure and in a sound condition. Where painted/stained this will be to an acceptable standard defined by Property Services.

### 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 watertight	√	
Gutters and Rainwater pipes	Unblock, clean, clear and make watertight		√
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	Electric Installation and Condition survey	√	
	Test/ replace any missing or faulty hardwired smoke alarms	√	
	Replace hazardous fittings	√	
	Minor electrical repairs		
Plumbing	Check pipe work is watertight	√	√

	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 paths, steps, handrails, fencing, etc. which present an imminent danger.	√	
	Repair, 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. <ul style="list-style-type: none"> <li>• Excessive holes and stains.</li> <li>• Discolouration (e.g. nicotine)</li> <li>• Excessive paint from walls which are poorly cut in.</li> </ul> Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Walls	To be free of. <ul style="list-style-type: none"> <li>• Excessive holes and stains.</li> <li>• Discolouration (e.g. nicotine)</li> <li>• Excessive paint from ceiling which are poorly cut in.</li> </ul> Paint should be applied evenly and clean. Where wallpaper has been affixed it should be <ul style="list-style-type: none"> <li>• Securely pasted to the surface</li> <li>• Free of excessive tears, rips, and wrinkles</li> </ul> Allowance will be made for 'fair wear and tear'
Skirting\facings and door frames	To be free of <ul style="list-style-type: none"> <li>• Discolouration (e.g. nicotine)</li> <li>• Excessive runs and drips</li> </ul> Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Windowsills \ ledges	To be free of <ul style="list-style-type: none"> <li>• Discolouration (e.g. nicotine)</li> <li>• Excessive runs and drips</li> </ul> Paint should be applied evenly and clean. Allowance will be made for 'fair wear and tear'
Doors & Windows	To be free of. <ul style="list-style-type: none"> <li>• Discolouration (e.g. nicotine)</li> <li>• Excessive paint runs and drips</li> <li>• Excessive paint from walls which are poorly cut in</li> </ul> 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 will be followed closely to obtain the acceptable standard of decoration for re-let properties.



A Dulux decoration voucher may be given to the incoming tenant to assist them in meeting the costs of decorating the property. This allowance is based on the number of bedrooms the property has.

The paint pack is issued depending on the size of the property as listed below: -

<b>Size of Property</b>
1 Bedroom property or flat
2 Bedroom property or flat
3 Bedroom property or flat
4 Bedroom property or flat