

## **Housing Allocations Scrutiny Panel**

## **ITEM 5.1**

*1. The process for ensuring that a property was fit to let, to identify whether this caused any bottlenecks in the Housing Allocations process; including details of the fit to let standard forms and the tenancy checklist*

The following describes the process for ensuring a process is fit to let.

### **Inspection Process of Voids**

#### **1. Pre-termination inspection**

During the notice period a pre-termination inspection is booked for all outgoing tenants when it is possible. This helps to ensure we inspect as soon as possible, but relies on access and there are issues when tenants are not at home at the arranged time.

A Repairs Team Leader attends the property and where access is granted the property is inspected and an inspection form (see Appendix 1) is completed. This form is counter signed by the outgoing tenant and is used as evidence if there is a re-charge for the property.

The purpose of the inspection is:

- to allow the repairs team to start planning the work that will be required at the property when the keys are returned and to order materials
- to give advice to the outgoing tenant and allow them chance to rectify any defects that would result in a re-charge to them
- to give advice to the outgoing tenant regarding items that can be left at the property and what must be removed

#### **2. Void Inspection**

Once the keys are returned by the outgoing tenant a void inspection takes place by a Repairs Team Leader and the Void Inspection sheet (see Appendix 2) is completed and signed. The purpose of this inspection is:

- To fully inspect the property and book all necessary work to bring the property up to the fit to let standard
- Assess whether the property requires a decoration allowance
- To take meter readings for gas and electric supplies

#### **3. Void works**

The void works are undertaken and the property is brought up to the fit to let standard including gas and electric safety checks and the completion of an Energy Performance Certificate.

#### **4. Post Inspection**

The property is inspected by the Repairs Team Leader prior to being returned as Ready to Let to Housing Services. The original Void Inspection form is updated and signed. The purpose of this inspection is:

- To ensure that all the re-let works have been completed to the Fit to Let Standard (Appendix 3) as a minimum

- To photograph the property as proof that it did meet the Fit to Let standard
- To ensure that the decoration allowance suggested is still adequate following the re-let works
- To take meter readings for gas and electricity supplies

## 5. Viewing

Once the property has been provisionally accepted by an applicant and the property has been returned by the Repairs Team as ready to let, a viewing is arranged by the Housing & Lettings Assistant unless the property is in a sheltered scheme. Viewings in the sheltered schemes are undertaken by the wardens. The purpose of the viewing is:

- Allow the potential tenant to view the property internally
- For the Housing & Lettings Assistant to check that the property meets the Fit to Let standard (see Appendix 3)
- To issue the Fit to Let Standard and Checklist (see Appendix 4) to the potential tenant and encourage them to complete and return the checklist
- To explain the terms of the tenancy and our expectations of tenants
- To give information on the sheltered schemes and any activities that are held

It is important to understand that new tenants are asked to complete the Fit to Let checklist only if they wish to, and therefore only a small number of forms are returned. The number of properties refused due to condition is very small and does not delay the process on a regular basis.

# PROPERTY INSPECTION FORM



**Pre-termination Inspection / Pre-transfer Inspection / Mutual Exchange Inspection** (Please circle)

Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ HO

Date Keys Due in: \_\_\_\_\_ RTL

## Tenancy Details

Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_

Introductory Tenant: YES/NO

Rent Balance: £            as at            /            /

Agreement to Clear: \_\_\_\_\_  
\_\_\_\_\_

## Property Details

Property Type: \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_

Heating: Gas/District/Solid Fuel/Electric/Warm Air

Cooking: Gas/Electric/Both            Name of Gas Supplier \_\_\_\_\_

W.C            Upstairs/Downstairs/Both            Name of Electricity Supplier \_\_\_\_\_

Water Meter    Yes / No

Adaptations, please detail:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Hall/Stairs/Landing:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Bathroom:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**W.C:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any apparent tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Bedroom 1:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Bedroom 2:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any apparent damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Bedroom 3:**

State of decoration/cleanliness                      Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any apparent damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Bedroom 4:**

State of decoration/cleanliness Good/Fair/Poor

If Fair/Poor – please detail \_\_\_\_\_  
\_\_\_\_\_

Any damage or unacceptable standard of work to room?

Please detail work to be completed by tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any tenant improvements done to an acceptable standard, please detail

\_\_\_\_\_  
\_\_\_\_\_

**Outhouse:**

Any works required which will be completed by tenant

Please detail \_\_\_\_\_  
\_\_\_\_\_

**Outside the Property:**

Is there a dropped kerb? YES/NO

Is there an acceptable drive/hardstanding? YES/NO

If not, please detail

If there are gates fitted are they to an acceptable standard? YES/NO

If not, please detail \_\_\_\_\_

Is there any non-standard fencing erected? YES/NO

Please detail position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is it to an acceptable standard? YES/NO

Is the garden – both front and back to an acceptable standard? YES/NO

If not, please detail? \_\_\_\_\_

Is there any rubbish/old furniture which needs removing?

Detail arrangements made for its removal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Conclusion of Inspection**

**Details of certification required from tenants own improvements**

Landlords Gas Safety Certificate .....

Minor Works Electrical Certificate .....

**Mutual Exchange Only**

**Periodic Electrical Inspection required**

N/A  Yes  Appointment date .....

**Property Health & Safety Check required**

N/A  Yes  Appointment date .....

**Mutual Exchange Only**

I understand that I need to arrange for a Property Health & Safety Check and a Periodic Electrical Inspection to ensure that the property has had no unauthorised / un-certified gas or electrical work carried out. I understand that if these essential checks expose any unauthorised / un-certified gas or electrical work I will be held responsible for carrying out any remedial work required, and providing the appropriate certification as detailed above. I am aware that the Mutual Exchange will be placed on hold until these essential checks have been undertaken.

**Pre-transfer inspection Only**

I understand that I will be held responsible for carrying out any remedial work required, as identified overleaf in order to bring my property up to an acceptable standard, and for providing the appropriate certification as detailed above. I understand that a re-inspection will take place to assess the works once completed. If the work is not to an acceptable standard I am aware that the offer of another property will usually be withdrawn and my application will be put on hold until this work is done.

**Pre-termination inspection Only**

I understand that I will be held responsible for carrying out any remedial work required, as identified overleaf, and for providing the appropriate certification as detailed above. Failure to bring my property up to an acceptable standard before I hand in my keys may result in me being re-charged for the costs of Charnwood Neighbourhood Housing carrying out this work. I understand that any future application for housing that I make will be placed on hold until I have paid off these costs.

**Signed (Tenant)** .....

**Date** .....

**Witnessed (HO)** .....

**Date** .....

**Witnessed (RTL)** .....

**Date** .....

Re-inspection after 24 hours

Is the property now to an acceptable standard? YES/NO

If no please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I have failed to adequately carry out the work required within the 24 hours I was given. As a result of this I am aware that the offer of another property will now be withdrawn and that my application will normally receive no further offers until this work is done.

It is my responsibility to contact the Housing Office when this work is done to arrange a re-inspection.

**Signed (Tenant)** ..... **Date** .....

**Witnessed (HO)** ..... **Date** .....

**Witnessed (RTL)** ..... **Date** .....

# EPC Request



## Order an EPC with Building Contr

Email to: [building.control@charnwood.gov.uk](mailto:building.control@charnwood.gov.uk)

Order Number:

EPC Target date:

Address:

Post Code:

Year built:

Heating type, make and age:

Window type and age:

Property type:

Access:

V key:  
Screened:  
Own key:  
Other:

Email sent date / by

# Void Inspection Form



Address: \_\_\_\_\_  
 Post code: \_\_\_\_\_

Keys Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ ECD Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Type: \_\_\_\_\_ Incentive Scheme Payment Yes / No

**PROPERTY DETAILS:**

Heating/Water System: \_\_\_\_\_

Security Screened: Yes / No Screen code No: ..... V Keys Yes / No

Drained Down: Yes / No  
 Cooking: Electric Cooker Point Yes / No Gas Cooker Point Yes / No  
 Gas Supply: Yes / No / Don't Know Gas Meter: Yes / No  
 Bathroom: Upstairs / Downstairs W.C :Upstairs / Downstairs / Outside

**DECORATIONS: £0 £20 £40**

Living Room:	Good/Fair/Poor £ _____	Bedroom 1:	Good/Fair/Poor £ _____
Dining Room:	Good/Fair/Poor £ _____	Bedroom 2:	Good/Fair/Poor £ _____
Kitchen:	Good/Fair/Poor £ _____	Bedroom 3:	Good/Fair/Poor £ _____
Bathroom:	Good/Fair/Poor £ _____	Bedroom 4:	Good/Fair/Poor £ _____
W.C:	Good/Fair/Poor £ _____	Other:	Good/Fair/Poor £ _____

Decoration Grant £ \_\_\_\_\_ OR Decoration Pack A B C Pack Order Number \_\_\_\_\_

**UTILITY METERS:**

Gas Reading: 1) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Electric Reading: 1) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 2) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2) ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Water Meter Reading ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gas Meter Serial Number ..... Card / Key Debt .....

Electric Meter Serial Number ..... Card / Key Debt .....

Any meter damage identified: Yes / No - If Yes which utility – Gas / Electric

Does the meter present a risk of serious or imminent danger: Yes / No

- **If Yes then Voids Team Leader/Line Manager to inform utility providers immediately**
- **If No then Housing Services to advise prospective tenant of appropriate action.**

Meter isolated and made safe: Yes / No Warning label attached: Yes / No

**PROPERTY KEYS LIST:**

Mortice Lock: \_\_\_\_\_ S.Screen: \_\_\_\_\_ Window Keys: \_\_\_\_\_  
 Yale Lock: \_\_\_\_\_ Dead Lock: \_\_\_\_\_ Cylinder Lock: \_\_\_\_\_  
 Rim Lock: \_\_\_\_\_ Door Entry: \_\_\_\_\_ Post Box: \_\_\_\_\_  
 Bin Store: \_\_\_\_\_

Repairs When Tenanted? Yes / No

Pre-Inspected by: \_\_\_\_\_ Dated: \_\_\_\_\_

Post-Inspected by: \_\_\_\_\_ Dated: \_\_\_\_\_

# Property Adaptation Survey



At: Void / Mu-Exchange / Pre term

Address:

Date of inspection / By:

Accommodation Type: Bedsit / Flat / Maisonette / House / Bungalow  
Terrace / End Terrace / Detached / Semi-detached

Floor Level: G / 1 / 2 / 3 / 4 / Not applicable

Warden: Visiting / On Site / None

## Access

Front: Communal Entrance / Private Door: On the level / Ramped / Steps

Rear: Communal Entrance / Private Door: On the level / Ramped / Steps

External to the Property: WhCh accessible / Level access . Steps on  flights of stairs

Inside the Property: WhCh accessible / Level throughout / Steps on  flights of stairs

Internal Stairs: Straight / Curved /  Half landings

Lift: Inside / Outside the property. Stairlift / through Floor Lift

## Ground Floor

Total number of Rooms:  of which  are bedrooms

Facilities: WC / Bathroom / Kitchen / Lounge / Dining Room / Other

## First Floor

Total Number of Rooms:  of which  are bedrooms

Facilities WC / Bathroom / Kitchen / Lounge / Dining Room / Other

## Bathing Facilities:

Bath / Over Bath Shower / Standard Shower Cubicle / Level Access Shower / Specialist Bath

Garden: None / Enclosed / Open Shared / Private

Parking: None / Space / Hard Standing & Dropped Kerb / Garage Adjacent / Close by

## Other Adaptations

Floor to ceiling pole

Key safe / location

Grab Rails where

Extra hand rail

# New Customer Property Information



**ADDRESS OF PROPERTY:-**


**POSITION OF STOP TAP:-**


**POSITION OF GAS METER:-**


**POSITION OF ELECTRICITY METER:-**


**POSITION OF FUSE BOX:-**


**COOKER POINTS:**

Electric  
Gas  
Both

Yes / No
Yes / No
Yes / No

**POSITION OF SMOKE ALARM:-**


**HEATING APPLIANCES INSTALLED**


**Note: Copy of this is to be attached to the keys when returned to allocations.**

**Signed by Repair Team Leader** .....

**Date** .....



# Scottish and Southern Energy

## PREPAYMENT METER SETTINGS FORM Partner: Charnwood Neighbourhood Housing

Property  
Address

--

Reading Date:

Completed By:

Contact Number:

Gas Meter

Serial Number	
Label Details (Meter Owner)	
Meter Reading	
First Display Debt	

Electric Meter

\* mandatory

Serial Number	
Meter Settings	
A	*
B	*
C	
D	
E	
F	*
Y	
Z	
G	*
H	
I	
J	
K	
N	
O	
R	
S	
T	

IS ELECTRIC KEY REQUIRED?

YES / NO

IS GAS CARD REQUIRED?

YES / NO

Please indicate in the box below where and who you would like the Key/Card sent to

Charnwood Neighbourhood Housing, Void Team Limehurst Deport, Limehurst Av, Loughborough, Leicestershire, LE11 1PF
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The completed form should be e-mailed to the address below

Partnership.services@sse.com

TEL - 0845 0760522

FAX - 01738 447575



# CHARNWOOD NEIGHBOURHOOD HOUSING LTD

## FIT TO LET STANDARD



[www.cnh.org.uk](http://www.cnh.org.uk)

## Our Fit to Let Service standards

Charnwood Neighbourhood Housing aims to provide homes that are safe, clean and welcoming both internally and externally. We have worked with our customers, both the existing and the new to develop this 'Fit to Let' standard, which is the standard which you can expect when you move into your new home

### WHAT WE WILL INSPECT

Before you move into your home we will check all of the following points to make sure the property is suitable for you:



**Windows** – will open and close, all catches will work and the glass will be secure, not broken and meet safety standards. We will supply keys to lockable windows if they are available, if not the windows will be left unlocked.



**Doors** – will open and close and all will have handles, locks and catches that work. We recycle our locks across the borough and fit 5 lever mortice locks to external entrance doors (apart from on our sheltered schemes). Door and frames will be solid and any glass panels will be secure and safe.



**Sanitary ware** – the bathroom will have at least a bath or shower, wash hand basin and toilet. The toilet will not have any cracks or leaks and will be clean, and the flush will work properly. A new toilet seat will be fitted where necessary. Taps will turn on and off correctly; and all sinks and baths will have a fitted plug and chain.



**Kitchen Units** – base and wall units' doors will open and close and the catches will work. Cupboard drawers, door handles, door and drawer facings, sink and worktops will be in a satisfactory condition. There will not be any leaks under the sink unit and the taps will work properly.



**Heating appliances** – all heating appliances will work properly. Note that checks may have to take place once you have moved in and there is a credit on the gas meter.



**Floor, walls and ceilings** – all plasterwork will be dry, firm and free from large cracks. All joinery including skirting boards, mouldings, banisters, floorboards and stairs will be sound.



**Electrical Fittings** – all light fittings, sockets and switches will be safe and work properly. All properties will have an electrical safety test before you move in and we will give you a copy of the certificate in your sign up pack.



**Alterations/DIY by the previous tenant** – we will make sure that any work carried out on the property by the previous tenant is safe and suitable for you to use.



**Exterior** – existing fences, gates, walls, brickwork, paths and drives will be safe.

Gardens and hedges that are severely overgrown will be cut back and cleared. We will inspect from ground level the condition of roof tiles, slates, gutters, chimney stacks and pots. We will clear all rubbish from any outbuildings and gardens.



**Interior** – we will clear all carpets and furnishings unless they are of good quality and you want to keep them. We will clear all rubbish. We will remove polystyrene ceiling tiles from all rooms.



**Water Supply** – we will ensure that the water supply to your home is working correctly.



**Stop cock** – we will check that this works properly and advise you where the water supply stop cock is.



**Facilities** – With the exception of our sheltered units which have communal laundries we will ensure that the property has washing machine connection points and a waste pipe for drainage. The kitchen will have a gas or electric cooker point.



**Gas and solid fuel safety** – the property will have a gas or solid fuel safety check and you will be given a copy of the certificate in your sign up pack. We will give you operating instructions for your boiler where they are available, and what to do in an emergency.



**Safety** - where there is a smoke alarm this will be checked, where there isn't a smoke alarm we will fit one.



**Energy Performance Certificate** – we will advise you of the energy efficiency of your home and give you a copy of your energy performance certificate.



**Decorating** – depending on the property offered and the condition of decoration, there are various options:

- We may offer you a decoration pack containing paint and decorating materials. This is to help you decorate and is not meant to cover all your costs.
- In exceptional circumstances we may fully decorate your home.
- We may do nothing, if the decoration standard is fine.



**Cleanliness** – we will clean the inside of your home to an acceptable standard. By acceptable we mean:

- The floors will be swept and cleaned and free from all coverings such as carpet or lino
- The kitchen units and worktops will be cleaned
- The bathroom fixtures and fittings will be cleaned and disinfected
- Air fresheners will be left in the property

**Approved at the New Tenants and Applicants Workshop – 29.06.10**  
**Approved by Senior Management Team – 19.08.10**

Charnwood Neighbourhood Housing Limited  
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# Charnwood Neighbourhood Housing

## The Fit to Let Standard

### New Tenancy Check list



#### Charnwood Neighbourhood Housing – Fit to let standard checklist

Address:	Please Tick		Tenants Comments
	Yes	No	
<p><b>Windows - Do all windows open and close and all have catches that work and is all glass secure and not broken?</b></p>			
<p><b>Doors - Do all doors open and close with handles, locks and catches that work?</b></p> <p><b>Are all doors and frames solid and any glass panels secure and not damaged or broken?</b></p>			
<p><b>Sanitary Ware - Does the bathroom have a bath or shower, wash hand basin and toilet that are fully functional, with no cracks or leaks and that are clean?</b></p> <p><b>Do the taps turn on and off and are plugs and chains fitted?</b></p>			
<p><b>Kitchen Units – Do all of the base and wall unit doors open and close with catches that work?</b></p> <p><b>Are all cupboard drawers, door handles, door and drawer fronts, sinks and worktops in a satisfactory condition?</b></p> <p><b>Are there any leaks?</b></p> <p><b>Do the taps work properly?</b></p>			

## Charnwood Neighbourhood Housing – Fit to let standard checklist

	Please Tick		
<p><b>Floors, walls and ceilings</b> – Is all plasterwork dry, firm and free from large cracks?</p> <p>Is all joinery including skirting boards, mouldings, banisters, floorboards and stairs sound?</p>			
<p><b>Electrical Fittings</b> – Do all light fittings, sockets and switches work properly?</p> <p>Were you given a copy of the electrical safety test certificate?</p>			
<p><b>Alterations/DIY by the previous tenant</b> – Is any work carried out by the previous tenant safe and suitable for you to use?</p>			
<p><b>Exterior</b> – Are the existing fences, gates, walls, brickwork, paths and driveways safe?</p> <p>Have the gardens and hedges been cut back and cleared?</p> <p>Are there any obvious problems with the condition of roof tiles, slates, gutters, chimney stacks and pots?</p> <p>Is there any rubbish in the outbuildings and gardens?</p>			
<p><b>Interior</b> – Are there any furnishings or carpets of poor quality that have not been removed?</p> <p>Is there any rubbish inside the property (including the loft)?</p> <p>Are there any polystyrene ceiling tiles that have not been removed?</p>			
<p><b>Water Supply</b> – Is the water supply to the property working correctly?</p>			
<p><b>Stop Cock</b> – Is the stop cock working properly and have you been advised where it is?</p>			

### Charnwood Neighbourhood Housing – Fit to let standard checklist

	Please Tick		
<b>Facilities – Does your property have a washing machine connection point and waste pipe for drainage?</b>  <b>Does the kitchen have a gas or electric cooker point?</b>			
<b>Gas and Solid Fuel Safety – Have you been given a copy of the gas or solid fuel safety certificate?</b>  <b>Have you been given operating instructions for your boiler and what to do in an emergency?</b>			
<b>Safety – Do you have a smoke alarm?</b>			
<b>Energy Performance Certificate – Have you been given a copy of your energy performance certificate</b>			
<b>Decorating – Were you offered a decoration pack?</b>			
<b>Cleanliness – Were the floors swept and cleaned and free from all coverings?</b>  <b>Were the kitchen units and worktops cleaned?</b>  <b>Were the bathroom fixtures and fittings cleaned and disinfected?</b>  <b>Were there air fresheners in the property?</b>			

#### DECLARATION BY TENANT

I have received a copy of the inspection standard which was carried out on my home. I understand that my new home has been checked for items of repairs against the Fit to Let standard and that I have received my home in the condition that meets the Fit to let standard. I undertake to return the property in the same condition when terminating my tenancy subject to fair wear and tear.

SIGNED..... Date .....



English	If you would like a copy of this document in another language, in large print, Braille or on audio tape, please phone us on 01509 634666.
Arabic	إذا كنت تريد نسخة من هذه الوثيقة مكتوبة بلغة أخرى أو مطبوعة بأحرف كبيرة الحجم أو على شكل بريل أو على شكل شريط صوتي، نرجو منك الاتصال على هاتف رقم 01509 634666
Bengali	আপনি এসব তথ্যাদি অন্য কোন ভাষায়, বড়-ছাপায়, ব্রইলে বা অডিও টেপে চাইলে, দয়া করে আমাদেরকে ফোন করুন এ নাম্বারে: 01509 634666
Chinese	如欲索取這份文件的另一種語言、大字體印刷、盲人點字或錄音帶版本，請致電 01509 634666 與我們聯絡。
Gujarati	જો તમને આ દસ્તાવેજની નકલ બીજી કોઈ ભાષામાં, મોટા અક્ષરોમાં છાપેલી, બ્રેઇલ (અંધલિપિ)માં અથવા ઓડિયો ટેપ પર જોઈતી હોય તો કૃપા કરીને અમને 01509 634666 પર ફોન કરો.
Hindi	अगर आपको इस बयान की प्रति किसी दूसरी भाषा, बड़े अक्षरों वाली छपाई, ब्रेल या ऑडियो टेप के रूप में चाहिये, तो कृपया हमें इस नंबर पर टेलिफोन कीजिये 01509 634666
Polish	Jeśli chcieliby Państwo otrzymać ten dokument w innym języku, w wersji dużym drukiem, w alfabecie Braille'a lub na taśmie audio, prosimy o kontakt pod numerem 01509 634666.
Punjabi	ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਨਕਲ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ, ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡੀਓ ਟੇਪ ਦੇ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਸਾਨੂੰ 01509 634666 ਤੇ ਫੋਨ ਕਰੋ ਜੀ

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