

PORT OF LEITH HOUSING ASSOCIATION

LETTABLE STANDARDS (August 2016)

WORKS

MINIMUM STANDARD

General cleanliness

We will clear the property of all furniture, white goods (fridges, washing machines and so on), flooring, blinds, curtains and any belongings left behind by the previous tenant. If the flooring, blinds and curtains are in excellent condition, we may agree to leave these in the property.

We will wash and sweep floors; clean the kitchen and bathroom fittings; wash the inside of windows; wipe down all wood work and thoroughly clean general surfaces. We will replace toilet seats and shower curtains.

Garden Areas

We will tidy garden areas which are just for tenant's use.

Utility Supply

We will change the gas and electricity supplies to our preferred supplier.

Electrics

A qualified electrician will fully check all electrics. We will give tenants a copy of the certificate of inspection.

We will remove any alterations to the electrical system which have been undertaken by the previous tenant, unless the works fully comply with current regulations.

We will fit energy saving light bulbs to all lights where this is practical.

Gas

A Gas Safe-registered engineer will carry out a gas safety check. We will give tenants a copy of the certificate of inspection. We will carry out the annual gas service when the property is empty, if it is due to be undertaken within 3 months of the void period.

Drainage

We will inspect all fittings to make sure they are working properly and that water is free flowing. We will check the water pressure to all fittings to make sure that this is correct.

Water Supply

During the period October to April, we will shut off the water supply to empty properties at the stop cock and we will fully drain down the systems.

We will pass on information about the location of the main stop cock to the new tenant.

Smoke Alarms

We will upgrade all battery-operated smoke alarms to hard-wired units.

CO detectors

We will install CO detectors where there are gas appliances.

Windows

We will check that all windows work properly and will fit child-proof safety locks if necessary. Where this applies, we will give the tenant window keys.

Internal Doors

We will check that doors work properly. We will fit living room and kitchen doors with door closers and will fit locks to toilet doors. We will also fit door stops where needed to prevent damage to walls.

Front Door

We will fit front doors with either a three-point locking mechanism or one mortise lock or one Yale lock (or both).

We will fit letterboxes with either back flaps or draught strips.

Keys

We will give tenants two sets of keys for the front door and two fobs or keys to the main stair door. Where it applies, we will give tenants one set of keys to the back stair door and a key for the bin store.

Floors.

We will repair or replace all loose and missing floorboards. We will make sure the floor surface is ready to have carpets fitted.

Skirting / Facings.

We will replace and redecorate missing or badly damaged skirting boards and facings.

Bedroom Cupboards

Where possible we will provide all bedroom cupboards with a shelf and clothes rail.

Kitchen Units

We will check all kitchen units to make sure that all hinges, drawer runners and handles work properly. We will replace damaged sections of worktops if necessary.

Bathroom fittings

We will check bathroom fittings (toilets, sinks, baths and so on) for any damage. We will replace damaged items. If we can't find a match for coloured items, we will install a new white bathroom.

Shower Unit

We will give tenants either a screen or a shower rail and shower curtain.

Where the void property does not have a shower fitted, the Void Officer will consider fitting a shower during the void period, which will depend on the works required.

Decoration

We will prepare the property to a suitable clean condition, free from damage, with all nail holes filled and ready for redecorating by the new tenant.

If the property has been decorated in non-neutral colours or there is excessive staining on the walls, we may offer decoration vouchers to the new tenant or in extreme cases, we may cover the stains with stain block so that the new tenant can decorate.

Dampness

We will fully investigate any signs of water penetration or dampness, will carry out repairs to solve the problem and will repair any damage before we relet the property.

EPC

We will give tenants an Energy Performance Certificate (EPC) for the property.

Notes : Updated with OMT comments 04/08/16
and comments from the Plain English Campaign 23/1/17