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Routine inspection checklist

This information is to remind landlords and managers of their duties in relation to managing rented accommodation. A more detailed document is available on our website:www.torbay.gov.uk/housing

## The primary purpose of an inspection is to assess the overall condition of both the interior and exterior of the property and record any repairs or maintenance that may be required

**Why are inspections important?**

The primary purpose of an inspection is to assess the overall condition of both the interior and exterior of the property and record any repairs or maintenance that may be required. It’s also a useful reminder to tenants of how they should be looking after the property and a way of maintaining a good relationship between landlords and tenants.

**How often should inspections take place?**

As well as the inspection at the beginning and end of the tenancy (check-in and check-outs), regular checks throughout the year are useful for all tenants, new and old, as well as landlords.

An inspection every three months is acceptable, but anymore then that can start to invade the tenants privacy.

Some tenancy agreements include a clause saying that periodic inspections will be carried out during the tenancy. It’s worth explaining to the tenant, when they move in, that you intend carrying out periodic inspections and how often.

**Giving notice of an inspection**

The 1988 Housing Act gives a tenant the right to live, undisturbed, in a property for an agreed amount of time and for an agreed amount of rent. The tenant has the right to ‘quiet enjoyment’, which means the right to make use of their home without disturbance from the landlord or anyone acting on their behalf.

The Act also allows landlords to enter the premises to view its ‘condition and state of repair’. What it does not do is give landlords the right to simply turn up at the property unannounced and demand entry. A landlord must give the tenant at least 24 hours’ notice of an unscheduled inspection - ideally in writing - and it should only take place at a ‘reasonable time of the day’. Best practice is to give more than 24 hours where possible, even up to a week, which allows the tenant time to agree and get the property ready for inspection. If the tenant wants to be present, this time also means they can reorganise any other commitments, such as work.

**Entering the property in an emergency**

While we hope it isn’t the case that you need to access the property due to an emergency, in reality emergencies do happen. In these circumstances you can enter the property without giving notice or getting the tenant’s consent. These include where:

* there’s a fire or a smell of gas
* immediate remedial work is required to maintain the tenant’s safety or protect the structure of the property
* you suspect dangerous or criminal activity is going on

Your common sense should dictate if you think something is an ‘emergency situation’.

**Can my tenant refuse access to my property?**

Even if there is a clause written into the tenancy agreement and there’s no emergency, and you have no grounds to suspect illegal activity in the property, your tenant CAN legally refuse you access.

It may be that the date you’ve suggested isn’t convenient for them, in which case a new date can be arranged. Alternatively, the tenant may claim illness, mental health issues or a viral pandemic as a reason for refusing access. If this is the case exercise reasonableness, show willing and be as flexible as possible to reach a mutually agreeable time.

This checklist has been created to help guide landlords through the minimum checks that they should be completing during routine inspections. This guide is not exhaustive, and the landlord may come across matters of concern that are not listed. You should always seek further advice if you have concerns.

A good source of information about whether your property meets the standard is the EPC, if there are recommendations on how to improve the property, you may find this will resolve and condensation and mould issues.

For more information, please contact Housing Standards Tel: 01803 208025 or email Housing.Private.Sec@torbay.gov.uk

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| Landlord or manager completing the inspection:Date of inspection: | Address of property: | Tenant present? Yes ☐ No ☐ If yes, name of tenant: |
| Certificates and Risk Assessments |
| Current Gas Safety Record date: Satisfactory? Yes ☐ No ☐ | Current Electrical Installation Condition Report (EICR) date: Satisfactory? Yes ☐ No ☐ | Fire Risk Assessment date (if applicable): |
| Current EPC rating: Under E rating? Yes ☐ No ☐ | PAT (if supply tenants with appliances) date: | Fire Alarm Certificate: |
| Summary of concerns raised including recommendations given to tenant / actions for agent / landlord |
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| Photographs taken (ensuring no personal effects shown, without necessary consent) Yes ☐ No ☐ |
| Print Name and Date | Signed |
| Landlord: |  |
| Tenant: |  |

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| Front and Rear Areas Including Gardens |
| Gardens, fences, hedges and walls | Secure, intact and maintained. Changes in level/ slopes appropriately guarded. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Changes in level/ slopes  | Appropriate fencing/ guarding and handrails to prevent falls.  | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Gates | Secure, intact and maintained with a lock. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Paths and Drives | Maintained and even. Appropriate handrails and guarding on steps/ drops. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| External Steps | Handrails, guarding and maintained. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Drains | No obvious blockages or recent overspills, no open drains. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Pests and infestations | No evidence of any pests or infestations, no accumulations for harbourage of pests, no holes around service ducts, pipes, no missing air bricks. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Rubbish or hazardous waste | Correct bins provided, suitable, safe and hygienic storage area, rubbish and hazardous waste being disposed of properly. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Garage or carport | Free from combustible materials and fire risks. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| External Building |
| Overall appearance | As inventory, free from disrepair. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Condition of pointing, render and paintwork | Free from cracks and no evidence of damp. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Soffits and fascia | Secure, clean, intact (rot free), no disrepair. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Roof | Tiles and lead flashing secure, intact, no holes to allow ingress of pests | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Walls(Inc. cladding) | Good condition, free from cracks, no loose pointing, structurally sound, no missing air bricks, ventilation grilles. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Gutters and downpipes | Secure, clear of vegetation/ debris, intact, working correctly.  | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Chimney stack | Secure stack and pots, good order, no loose pointing, swept. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Windows (external view) | Secure, openable, no disrepair, clean. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| External doors | Properly installed, secure, openable, lockable, good working order, well lit, working spy holes and chains, where applicable, working entry phone system. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| External lighting | Good working order, no disrepair, appropriately placed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Internal Building |
| Overall appearance | As inventory, no concerns for lack of space for the tenants. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Doors | Good working order, closing properly, handles working, door closures operational, no risk of trapping body parts such as fingers. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Windows (Internal view) | Good working order including handles and trickle vents, clean, sufficient size and position for natural lighting, fit for purpose where excessive outside noise levels, no risk of falls between levels, no risk of trapping body parts such as fingers. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Heating | Good working order, appropriate to heat the property, properly installed and maintained, controllable by the tenant.Visual check of boiler for disrepair/ concerns. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Heating thermostats | Good working order, controllable by tenant. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Ceilings, walls and floors | No disrepair, no evidence of damp, no cracks, scuffs and marks. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Flooring and carpets | Good condition, secured safely and level, no loose floorboards, ripped / torn carpets. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Stairs including handrail and spindles on stairs | Secure, safe and in good repair with handrail / banister, consistent and sufficient stair width, no loose stairs / risers, no ripped / torn carpet, adequate lighting at top and foot of stairs, no doors opening onto the top of the stairs, adequate heating throughout dwelling to avoid impairment of movement and sensation. Openings in stairs or banisters should be less than 100mm. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Damp and mould | Free from damp, mould and fungal growth. Checks to include all areas but in particular windows, seals, cold spots, etc. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Condensation | Free from condensation.Provide Leaflet with advice | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Ventilation | Sufficient to allow adequate exchange of air.Sufficient to ensure ventilation does not contribute to damp and mould growth, excessively high indoor air temperatures, | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Pests and infestations | No evidence of pests or infestations e.g: droppings, gnaw mark, holes. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Fire Safety (Please note for HMO’s the standard required is likely to be much higher.) |
| Smoke and Heat alarms | One (at minimum) on each storey, proper working order, without obstruction, connected to the electrical supply and interlinked with all other smoke alarms, tested. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Carbon monoxide detectors | Installed in all rooms with gas, oil or solid fuel burning appliances. Properly sited, tested and in date | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Fire blankets | Secured to the wall, intact. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Means of escape exit route | Free from obstruction and all escape routes such as doors and windows to be in good working order.Note: occupiers should not have to pass a high risk room to exit (kitchen/ living room) | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Exit Doors | Thumb turn lock, all exit doors should be able to open without the use of a key. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Electrical Safety |
| Wiring | Visual check, no damage / disrepair, no loose or exposed wiring. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Plug sockets | Visual check, good working order, adequate for the number of tenants (2x double socket per room min.), no damage / disrepair, no loose / exposed wiring. No evidence of cracks, burn marks, damage. No socket overload. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Lighting switches | Good working order, reachable location, no evidence of disrepair/damage. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Pendant and light fittings | Good working order. No evidence of disrepair / damage or cracks. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen |
| Supply of water | Good working order, adequate supply of hot and cold water, correct temperature of hot water, no lead pipes and no lead solder, storage tanks covered, stored private drinking water supplies regularly sampled and analysed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen sink | Properly installed, no chips, crack, properly sealed, watertight between sink and worktop and drainage for wastewater effective (ideally hot water should be no more than 60°C in kitchens to avoid scalds). | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen worktops | Secure, smooth, impervious, sufficient, cleanable, no disrepair, sealed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen layout | Properly designed room or area to cater for safe and hygienic preparation and cooking of food. Layout/relationship of facilities should ease the stages of preparation, cooking and serving and prevent burns and scalds. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen cupboards / Storage facilities | Secure, good working order, cleanable, no disrepair, adequate for the number of tenants. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Electrical supply for kitchen appliances | Sufficient plug sockets for essential kitchen appliances such as fridge, freezer. At least 4 appropriate power sockets associated with the worktops as well as 2 for general use. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Extractor fan | Good working order and free from obstruction, e.g: grease. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Hob, Oven and landlord supplied appliances | Good working order, cleanable, adequate for the number of occupants, safely sited away from flammable materials. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen walls | Smooth or with an impervious finish, easily cleaned. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Kitchen floor | Reasonably smooth and impervious for easy cleaning, corners and junctions should be sealed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Bathrooms and En-suites |
| Bathroom facilities | Good, safe working condition, adequate for the number of occupiers, private (lockable but openable in emergency), adequate lighting, heating and ventilation and any points in walls penetrated by waste, drain or other pipes to be effectively sealed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Wash hand basin and taps | Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective (ideally hot water should be no more than 41°C for hand basins to avoid scalds). | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| WC | Secure, connected to a properly working flushing system and drainage system, good working order, free from disrepair, effective watertight seal. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Bath | Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective (ideally hot water should be no more than 46°C for baths). | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Shower | Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective | ☐ Unsatisfactory ☐ SatisfactoryNotes: |
| Extractor Fan | Good working, free from disrepair, dust, effectively sealed. | ☐ Unsatisfactory ☐ SatisfactoryNotes: |