



TOUCHRIGHT
by  Plentific

XYZ Lettings (Demo)

1 Sample Street, Sample City S1 2BJ

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HMO Management Checklist



3 ABC Street, London, N1 3EA

Report Completed On: 19/04/2015 00:00

Report Completed By: Sample Inspector / XYZ Lettings (Demo)

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General Information

Is the HMO Licence on display in the property? Yes

Have the manager's contact details been provided to all residents and displayed in a prominent place in the property? Yes

Fire Safety

Are means of escape from fire inc stairways, landings and hallways unobstructed? Yes

Is the fire fighting equipment (fire blankets, extinguishers) working correctly? Yes

How often is the fire equipment tested? Every 6 months

Who tests this fire equipment? Fire Safety Services

Is a record kept of the tests? Yes

Has the fire alarm been serviced and the sound level tested in accordance with BS 5839-1:2002 within the last 6 months? Yes

Is the fire alarm servicing certificate available? Yes

Has emergency lighting has been tested in accordance with BS 5266-1:1999? Yes

When was the emergency lighting tested? Within the last 12 months

Is an emergency lighting servicing certificate available? Yes

Have tenants received instructions on what to do in the event of a fire? Yes

Are these instructions displayed in the property? Yes

If 'no' answered to any of the above, please provide details

Property Structure

Is the internal structure (walls, ceilings and floors) of all the rooms, fixtures, fittings or equipment supplied to rooms in good repair/working order? Yes

If there is a window with a cill at or near floor level, has it adequate protection - e.g. bars? Yes

If 'no' answered to any of the above, please provide details

Water Supply

Is the drainage system maintained and in good working order? Yes

Are all drainage pipes, access chambers and gullies, from toilets baths and kitchens, free from blockages or leaks? Yes

Is the water supply including tanks and cisterns maintained? Yes

Is the water tank covered? Yes

If 'no' answered to any of the above, please provide details

Gas and Electric

Have all gas appliances been inspected within the last 12 months? Yes

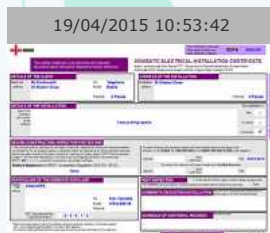
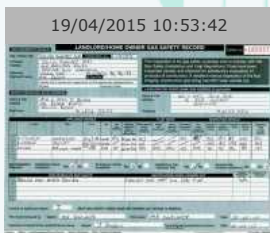
Has a copy of the most recent gas safety certificate been supplied to the tenants? Yes

Do you have an inspection report on the electrical installation carried out within the last 5 years? Yes

Have portable appliances such as kettles, microwaves etc been tested? No

If 'no' answered to any of the above, please provide details PAT test due to be carried out in early May 2015.

Photos



Common Areas

Are common areas in good repair and decoration? Yes

Are common facilities and equipment in a safe and working condition? Yes

Are all stairs provided with banisters and handrails that are securely fixed and in good condition? Yes

Are all stair coverings securely fixed and in good repair? No

Common Areas - Continued

Are all windows and extract ventilation in good repair and working order? Yes

Have all the common areas got adequate working light fittings? Yes

If 'no' answered to any of the above, please provide details Carpet wrinkled on 1st floor landing - requires repair as possible trip hazard.

Photos



Property Exterior

Are all outbuildings, yards and forecourts in good repair and a clean condition? Yes

Is the garden in a safe and tidy condition? Yes

Are all boundary fences, walls and railings in good and safe repair? No

Is there a sufficient number of bins to store refuse before collection? Yes

If 'no' answered to any of the above, please provide details 2 damaged/fallen fence panels to side of property - urgent repair required.

Photos

