

## Property Inspection Form

***This form has been created to help landlords inspect their HMOs. It is not an exhaustive list. Landlords are strongly advised to read the Council's Amenity and Facility Guide for HMOs prior to inspection. Further remedial works may be required by the council.***

**Property Address:** \_\_\_\_\_

Documentation	Answer
Is the current HMO Licence on display in the property?	
Managers contact details displayed in a prominent place	
Is there a fire action notice displayed?	
Does your current HMO licence have any conditions that require work?	
Gas safety certificate – expiry date (annual check) *	
Electrical safety certificate expiry date (five yearly) *	
Energy performance certificate expiry date (ten yearly) EPC rating above an E? *	
Fire alarm certificate or declaration expiry date (annual check)*	
If installed, Emergency lighting certificate expiry date (annual check)*	
Portable appliance test date (annual check & not submit)	
<b>*Documents to be sent to HMO application team</b>	

Living / dining room(s)	Answer
Living / dining room door – any damage?	
Is any furniture supplied in good, safe and clean condition?	
Internal structure maintained in good repair and good decorative repair?	
Carpets in clean condition and good repair?	
Windows in good condition and operate as designed?	
Living / dining rooms in a clean condition?	
If separate tenancies, is room provided with 30 minute fire doors with strips and seals and self-closer? Any defects to these doors?	
If separate tenancies, is room provided with interlinked smoke alarm / detectors?	

Kitchen(s)	Answer
Is a fire blanket wall mounted in the kitchen, in a suitable location?	
Kitchen door – should have a 30 minute fire door, fitted with a self closer and intumescent heat seals and cold smoke seals, Is the door damaged or need adjusting?	
Heat alarm / detector fitted and working?	
Is there working extract to the kitchen(s)? Ducted to outside air?	
Are the windows to the kitchen(s) in good condition and operate as designed?	
Is the kitchen in a clean condition?	
Are there adequate* sockets for use by portable appliances – at worktop height	
Is there 300mm either side of the cooker(s) to allow utensils to be placed down?	
Are there are adequate storage units a minimum of a 600 base unit or 1000 wall unit required per person excluding sink unit?	
<b>*See the Council amenity and facility guide available online for information on adequate number dependent on occupant number</b>	

<b>Bedrooms</b>	<b>Answer</b>
Are all single bedrooms larger than 6.51sqm?	
Are all double bedrooms larger than 10.22sqm?	
Windows in all bedrooms in good condition and operate as designed?	
Do any windows have a cill located below 1,000mm or glass below 800mm? If so, what protection is there to prevent falls?	
Does each bedroom have a working radiator with TRV or other form of working heating?	
Are there adequate sockets? Minimum two double sockets however more may be required if evidence of trailing leads / extension plugs	
Is any furniture supplied in good and safe condition?	
Is the internal structure is maintained in good repair?	
If there are locks on the bedroom door, can the lock be opened from inside the bedroom without the use of a key?	
Is the property let on joint or separate tenancies?	
If separate tenancies, do all bedrooms have 30 minute fire doors with strips and seals and self-closer? Any defects to these doors?	
If separate tenancies, do all bedrooms have interlinked smoke alarm / detectors?	

<b>Bathrooms and WCs</b>	<b>Answer</b>
Internal structure is maintained in good repair and good decorative repair?	
Working heating supplied to all bath / shower rooms?	
Working extract to all bath / shower rooms and WCs?	
Windows in all bath / shower rooms and WCs in good condition and operate as designed?	
Bath / shower rooms and WCs in a clean condition?	

<b>Hallways and stairs</b>	<b>Answer</b>
Front door – can the lock(s) be opened without the use of a key?	
Are the smoke alarms / detectors working and interlinked? Where are the alarms located?	
Are the stairs underboarded with 30 minute plasterboard?	
Are the means of escape free (i.e the hallways and stairs) from obstruction and in good repair?	
Is the internal structure is maintained in good repair and good decorative repair?	
Are the carpets in clean condition and good repair?	
Is there a handrail fitted to the stairs?	
Are there working lights to the hallways and stairs?	

<b>External</b>	<b>Answer</b>
Is the roof, chimney, walls and windows in good repair?	
Are any balconies guarded?	
Is the drainage system maintained and in good working order, including rainwater drainage?	
Are all outbuildings, yards and forecourts in good repair and a clean condition?	
Is the garden in a safe and tidy condition	
Are all boundary fences, walls and railings in good and safe repair	
Is there a sufficient number of bins to store refuse before collection?	