

## Property Inspection Form – V3 July 2024

This form has been created to help landlords inspect their property (non HMO). This list is not exhaustive and more detailed guidance will be produced. Further remedial works may be requested by the council.

<b>Name of person undertaking inspection</b>	
<b>Role (e.g. agent / owner)</b>	
<b>Date of inspection</b>	

<b>Documentation</b>	<b>Certificate in date and satisfactory?</b>	<b>Any remedial action required?</b>
Landlord Gas Safety certificate	Yes/No	
Electrical Installation Condition Report (EICR)	Yes/No	
Energy Performance Certificate (EPC)	Yes/No	

<b>Safety Alarms</b>	<b>Answer</b>	<b>Any remedial action required?</b>
Is there a smoke detector present on each floor of the property?	Yes/No	
Smoke alarm in any rooms off the kitchen/lounge	Yes/No	
Is there a carbon monoxide detector in any room used as living accommodation which contains a fixed combustion appliance? (age log burner/gas fire/boiler)	Yes/No	
Alarms tested and working?	Yes/No	
Are RCD/Electric and Gas meters/water shut off valve accessible to tenants?	Yes/No	
Are the flats utilities separate (if applicable)?	Yes/No	

<b>Hallways/Landing/Stairs</b>	<b>Answer</b>	<b>Any remedial action required?</b>
Thumb turn lock (and security glazing) to front door?	Yes/No	
Handrail to staircase present and in good condition?	Yes/No	
Guarding to stairs light wells and landings is present, extends up to	Yes/No	

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1,100mm from floor level and with no openings in it that would allow a 100mm sphere to pass through?		
Is there adequate lighting and switches at the bottom and top of stairs?	Yes/No	
Is the loft insulated?	Yes/No	

<b>Kitchen</b>	<b>Answer</b>	<b>Any remedial action required?</b>
Is there 300mm of worktop either side of the cooker to allow utensils and hot pans to be placed down?	Yes/No	
Is the cooker located away from doorways/thoroughfares	Yes/No	
Tiled splash back behind the cooker present and in good condition?	Yes/No	
Mechanical ventilation present and in good working order?	Yes/No	
Are windows in a good condition and easy to open and securely close?	Yes/No	
Are there at least 2 double electrical sockets at counter level and in good condition?	Yes/No	
Is there a minimum of 600mm wide by 1000mm long worktop?	Yes/No	
Is there adequate refrigerator and freezer space provided?	Yes/No	
Floor is in a good condition and easy to clean (i.e. vinyl/tiles)	Yes/No	
Are the walls and ceiling in good condition and easy to clean?	Yes/No	
Is there adequate heating in working order?	Yes/No	
Is there an adequate supply of hot and cold water (from a mains cold water supply)?	Yes/No	

<b>Bathrooms and WCs</b>	<b>Answer</b>	<b>Any remedial action required?</b>
Is the wash hand basin, WC and shower/bath provided with a continuous supply of hot and cold water?	Yes/No	

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Are windows in a good condition and easy to open and securely close?	Yes/No	
Is there working fixed heating?	Yes/No	
Is there adequate ventilation? <i>Mechanical extraction may be required where there is an issue with damp and mould</i>	Yes/No	
Are doors fitted with a lock/bolt for privacy?	Yes/No	
Is there obscured glazing/film fitted to any glazing present?	Yes/No	
Are the walls and ceiling in good condition and easy to clean?	Yes/No	
Are silicone seals in good condition to prevent leaks?	Yes/No	

**Provide details of the current occupancy of the property (e.g. 2 adults and 1 child under 10):**

A separate bedroom should be allocated to each:

- married or cohabiting couple;
- adult aged 21years or more;
- pair of adolescents aged 10-20 years of the same sex;
- pair of children aged under 10 years regardless of sex.

<b>Question</b>	<b>Answer</b>	<b>Any remedial action required?</b>
Are there sufficient bedrooms available for the current occupancy?*	Yes/No	
Are windows in good condition and easy to open/close and draught proofed? <i>(Ventilation to bedrooms via patio doors is not acceptable and a secure way of ventilating the room will be required)</i>	Yes/No	

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Windows with a sill lower than 1,100mm or glazing below 800mm are fitted with protection to prevent accidents (e.g. window restrictors/guarding)	Yes/No	
Is heating provided with TRV/thermostat?	Yes/No	
Is there a minimum of 2 double electrical sockets in each bedroom?	Yes/No	
*If you identify problems under this question then the property may be at risk of overcrowding		

External	Answer	Any remedial action required?
Are all roof coverings securely fitted and free from damage?	Yes/No	
Is access to flat roofs restricted?	Yes/No	
Are rainwater goods clear of blockages and securely fitted?	Yes/No	
Is the pointing and render free from cracks?	Yes/No	
Is the damp proof course in good condition, at the right level and not at risk of being breached?	Yes/No	
Are aerials and other wall mounted structures (such as satellite dishes etc.) secure?	Yes/No	
Is external paving provide a level walking surface and maintained in good condition?	Yes/No	

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Where appropriate external drainage covers are in good condition and capable of supporting a persons weight?	Yes/No	
Is the drainage in good condition, free from blockages and plumbed?	Yes/No	
Do steps have a suitable hand rail and adequate external lighting?	Yes/No	
Is there adequate pest proofing? E.g. no gaps walls/floors to allow entry	Yes/No	
Is there enough security to the property and garden space? E.g. additional security locks to gates and back doors and security lights where needed.	Yes/No	
Is there suitable storage for rubbish and recycling bins?	Yes/No	
Guarding to stairs/balconies/basement light wells is present, extends up to 1,100mm from floor level and with no openings in it that would allow a 100mm sphere to pass through?	Yes/No	
Is there cavity wall insulation?	Yes/No	