

Property Inspection Form- Selective Licensed Property V2 July 2023

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.

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

Documentation	Answer
Current Gas Safety certificate- Annual Check	
Current electrical condition report (dated within 5 years) classed as satisfactory (no C1, C2 or FI codes)	
Current Energy Performance Certificate (EPC) with rating of E or above	

Safety Alarms	Answer
Working smoke detector on each floor of the property?	
Smoke alarm in any inner rooms off the kitchen/lounge	
Are the smoke alarms battery operated or mains powered? <i>Mains powered alarms are highly likely to be required under HHSRS</i>	
Working carbon monoxide detector in any room used as living accommodation which contains a fixed combustion appliance (age log burner/gas fire/boiler)	
Are RCD/Electric and Gas meters/water shut off valve accessible to tenants?	
Are the flats utilities separate (if applicable)?	

Hallways/Landing/Stairs	Answer
Thumb turn lock (and security glazing) to front door?	
Hand rails to all staircase(s)?	
Does guarding to stairs light wells extend up to 1,100mm from floor level and 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?	
Is the loft insulated?	

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Kitchen	Answer
Is there 300mm either side of the cooker to allow utensils and hot pans to be placed down?	
Is the cooker located away from doorways/thoroughfares	
Is there a tiled splash back behind the cooker?	
Is there adequate ventilation and are windows easy to open and close? Is the mechanical extraction installed vented to the outside?	
Are there 2 double sockets at counter level? Are electrical sockets in good condition?	
Is there a minimum of 600mm wide by 1000mm long worktop?	
Is a 130 litre refrigerator with a freezer compartment provided?	
Is the floor easy to clean? (e.g. vinyl, tiles)	
Are the walls and ceiling in good condition and easy to clean? Has a paint suitable for kitchens/high humidity areas been used?	
Is there adequate heating in working order?	
Is there an adequate supply of hot and cold water (from a mains cold water supply)?	

Bathrooms and WCs	Answer
Is there a wash hand basin, WC and shower/bath with a continuous supply of hot and cold water?	
Are windows in good condition?	
Is there working fixed heating?	
Is there adequate ventilation? Mechanical extraction may be required where there is an issue with damp and mould	
Are locks/bolts fitted?	
Is there obscured glazing/film fitted to any glazing present?	
Are the walls and ceiling in good condition and easy to clean? Is the paint used suitable for bathroom/high humidity areas?	
Are silicone seals in good condition to prevent leaks?	

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Bedrooms	Answer
Rooms measuring less than 4.65m ² are not in use as a bedroom. *	
Rooms measuring 4.65m ² to 6.5m ² should only be used by a person under the age of 10 *	
Rooms measuring 6.5m ² to 8.4m ² bedrooms should be used only by one person over the age of 10 or 2 people under the age of 10 *	
Rooms measuring 8.5m ² to 9.5m ² can be used as a single room for someone over the age of 10 or one person over the age of 10 years and one person under the age of 10 who are the same sex. *	
Do all bedrooms used by a co-habiting couple (or two people over the age of 10 who are the same sex) measure over 9.5m ² ? *	
Are windows in good condition and easy to open/close and draught proofed? (Ventilation to bedrooms via patio doors is not acceptable and a secure way of ventilating the room will be required)	
Do any windows have a sill located below 1,100mm or glass below 800mm? If so, what protection is there to prevent falls? (eg window restrictors/guarding)	
Is heating provided with TRV/thermostat?	
Is there a minimum of 2 double electrical sockets? Are they securely fitted? Are the sockets in good condition?	
*If you identify problems under this question then the property may be at risk of overcrowding	

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External	Answer
Are roof slates secure and not broken or missing? Are all roof coverings securely fitted and free from damage?	
Is access to flat roofs restricted?	
Are rain water goods clear of blockages and securely fitted? Do they discharge into an appropriate outlet and not onto external paths?	
Is the pointing and render free from cracks?	
Is the damp proof course in good condition, at the right level and not at risk of being breached?	
Are aerials and other wall mounted structures (such as satellite dishes etc.) secure?	
Is the paving in front/back/paths fixed securely and level?	
Are appropriate external drainage covers provided where needed? (They need to be capable of supporting the weight of a person)	
Is the drainage in good condition, free from blockages and plumbed?	
Do steps have a suitable hand rail and adequate external lighting?	
Is there adequate pest proofing? E.g. no gaps walls/floors to allow entry	
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.	
Is there suitable storage for rubbish and recycling bins?	
Does guarding to stairs/balconies/basement light wells go up to 1,100mm from floor level and no openings in it that would allow a 100mm sphere to pass through?	
Is there cavity wall insulation?	