



Lettable Standard



Introduction

Dovecotes Tenant Management Organisation is responsible for allocating empty council owned properties.

The purpose of this document is to ensure that a consistent minimum lettable standard is achieved for all properties and they are offered in a reasonable state of repair.

In addition, this standard is designed to ensure that no unnecessary expenditure is incurred.

The Lettable Standard

Dovecotes TMO aims to let the properties managed on behalf of the council as quickly as possible. It also aims to ensure that they are offered, secure and watertight and in a clean and hazard free condition.

The lettable standard is based around the criteria of:

- **Cleanliness**
- **A reasonable state of repair**
- **Security**
- **Health and safety**

All properties will meet defined health and safety standards prior to letting. For example, Gas and Electrical safety certificates will be obtained prior to the commencement of a new tenancy.

Attached is a checklist explaining the standards in more detail:

Lettable Standard Checklist

General – All Rooms
Windows and Doors
All windows should open and close correctly. All furniture will be in sound condition. Window locks will be provided with keys. Curtain battens will be provided over all windows.
All doors should open and close correctly. All furniture will be in sound condition. External doors must be secure and fitted with bolts. Two sets of keys will be provided for all external doors including outhouses and coal stores where applicable.
Walls and Ceilings
Wall and ceiling plaster should be in reasonably sound condition. Any areas of mould will have been treated with a suitable anti-fungus preparation. Bare brick walls will not be plastered. The property should be free from signs of rising or penetrating dampness or serious condensation.
Cleanliness
All paintwork – i.e. doors, skirting boards, window frames, architrave and radiators will be clean and free from dirt, grease, mould growth and stains.
UPVC window frames, doors and cills should be clean and free from dirt, grease, mould growth and stains.
All internal window panes, including internal glazed doors should be clean from dirt, grease, mould growth and finger marks.
Floors
Solid floors should be sound and free from damp or heave and finished with thermoplastic tiles where required. Timber floorboards or sheets should be in sound condition, properly secured to the joists with no excessive gaps. All floors should be free from dirt, swept, disinfected and capable of providing safe and unhampered passage through the dwelling. All rubbish and furniture will be removed.

Health and Safety

Electrical Installation

Electrical installations shall be in good working order having been checked as part of a full electrical safety inspection carried out by a qualified electrician. An appropriate safety certificate will be obtained.

Gas Installation

Gas installations shall be in good working order. A full safety check and commissioning of appliances shall take place upon commencement of tenancy.

Smoke Alarms (battery and mains powered)

Mains powered smoke alarms where fitted shall be tested for operation as part of the electric check to ensure operation. A working battery alarm will be fitted in other instances. Tenants are responsible for the replacement of batteries.

Living Room/Lounge/Parlour

Fireplaces and any other non-standard features will be checked. These will be removed unless in sound condition and capable of being maintained by housing services.

Kitchen

A sink unit with drainer, one base unit, one wall or base unit or pantry/larder and at least 1.0m length of worktop shall be provided as a minimum standard. The sink unit, cupboards, worktops and splash-backs will be in clean condition – free from dirt, grease and stains and will be hygienically disinfected. Where units are swollen these will be replaced as well as worktop that has been cut or grazed. A cooker point shall be located within a safe zone in the kitchen area. Kitchen units will be re-arranged to provide a safe position. The cooker connection point will be either gas or electric. Connection arrangements are the tenant's responsibility.

The plumbing system shall be free from leaks. A plug and chain will be supplied to the sink unit if required. Two course tiled splash-back will be fitted behind the sink unit and worktops, which will be clean, secure and grouted.

All areas of mould shall be washed down and painted, where necessary, with mould inhibiting emulsion.

Waste pipes and external gullies will be clean, free flowing and free from smell.

Bathroom/WC

A bath or shower, wash hand basin and WC will be provided. Any damaged sanitary fittings will be renewed.

A new seat will be fitted to all WC's. A plug and chain will be fitted to bath and wash basin if required.

The bath and wash basin will be sealed with silicone. Ceramic tiles will be fitted as a splash-back. Ceramic tiles will be clean, secure and grouted. The plumbing system shall be free from leaks.

All areas of mould will be washed down and painted where necessary with mould inhibiting emulsion.

Waste pipes and external gullies will be clean, free flowing and free from smell.

Bathroom fitting will be clean and free from dirt, grease, stains and finger marks.

Airing Cupboard – Where Applicable

The plumbing installation shall be free from leaks.

The cupboard area will be clean and free from dirt, debris and cobwebs. A slatted shelf may be fitted if practical.

Heating and Hot Water System

Upon occupation and after commissioning where applicable, there will be a supply of hot and cold water to the sink, bath, (shower where applicable) and wash hand basin. Where a whole house heating system is not available, there will be a heating appliance within the living room – in good working order.

Stairs/Landing

Treads and risers are to be in sound condition, free from splits, rot or infestation.

Bannisters and handrails will be securely fixed and free from damage.

Loft access where applicable will include a loft hatch cover.

Communal Areas

Communal doors will operate correctly including door entry systems where applicable. Two entry keys will be made available.

Letter boxes will be secure and any locks in good working order with two sets of keys made available.

External

All general household rubbish will be removed from gardens, yard areas and outhouses.

Gutters and downpipes will be free from leaks and are to be securely fixed.

All drains will be clean and free flowing. Grids shall be fitted to all gullies.

Any slipped or broken slates/tiles to main/outbuilding/bay/canopy roofs shall be replaced (including roofing felt where applicable).

All side/rear access gates should open and close correctly and furniture should be in reasonable condition.

Main access paths will be provided to the front, side and back doors only and shall be in sound condition – free from trip hazards.

Sheds, greenhouses, verandas and porches will be removed unless they are in sound condition. These items will not be maintained by housing services.

Garden ponds shall be filled in.