

Lettable standard

Property address	
Inspection carried out by	
Date inspection carried out	

Item	Checked/notes
General – all rooms	
All windows to open and close correctly and all window furniture to be in sound condition. Draught proofing to be provided if necessary.	
All doors to open and close correctly and all door furniture to be in sound condition and doorstops in position. External doors to be secure and bolts to be fitted together with draught-proofing if necessary.	
Wall plaster and ceilings to be in good condition. Decorations to be touched up following any repairs. Any areas of mould to be treated with suitable anti-fungal preparation.	
Property to be free of the signs of rising or penetrating dampness or serious condensation. Any problems to be remedied and re-occurrence to be prevented eg. To include installation of extractor fans, insulating dry-lining board	
All paint-work (doors, skirting-boards, window frames, architrave and radiators) to be clean and free from dirt, grease, mould-growth, scuff-marks and stains	
PVCu window frames, doors and sills to be clean and free from dirt, grease, mould-growth and scuff-marks. Non-abrasive cleaner to be used where necessary.	

Item	Checked/notes
The inside of window panes, including internal glazed doors to be clean and free from dirt, stickers, grease, mould-growth and finger marks. Any broken panes of glass to be replaced.	
Cob-webs and other dirt to be removed from walls and ceilings	
Light-switches and sockets to be clean and free from dirt, grease and finger-marks	
All solid floors to be sound and free from heave. Floorboards or sheets to be in sound condition, properly secured to the joists with no obvious gaps.	
All floor tiles and vinyl floor coverings to be in sound condition. All tiled and wooden floors to be swept and disinfected. Stains and scuff-marks to be removed.	
All soft-floor coverings to be clean and vacuumed.	
All rubbish to be removed and re-charged to outgoing tenant. Furniture and carpets to be removed unless gifted to incoming tenant (waiver signed by incoming tenant).	
All personal items to be removed, depersonalising the property eg. name on bell.	
Electrical installations to be in good working order and to be checked as part of a full electrical survey by a qualified electrician. Appropriate safety certificate to be obtained.	
Full gas safety inspection to be carried out and appropriate gas safety certificate obtained.	
Energy Performance Certificate obtained	
Check that the property is included on the asbestos register (where applicable)	
Operation of smoke detector to be checked (part of electrical test).	

Item	Checked/notes
Loft spaces to be checked. Any items belonging to previous occupant to be removed. Loft insulation and lagging to pipework and storage tanks to be checked to ensure compliance with building regulations (currently 280mm). All electrical cables and wiring in the loft space to be left on top of insulation.	
Two full sets of keys to be provided.	
Living room/lounge	
Operation of gas fire to be checked (if fitted – this may be incorporated within the gas safety inspection above).	
Feature fireplaces and any other non-standard features to be checked. These are to be removed unless in sound condition and capable of being gifted to incoming tenant.	
Kitchen	
Sink unit with draining board, base unit, cupboards for food storage and at least 1 metre of worktop to be provided. A minimum clear space of 1 metre to be provided in front of kitchen equipment.	
Kitchen sink, cupboards (inside and out), worktops and splash-backs to be in a clean condition. Dirt, grease and stains to be removed where necessary and disinfected.	
Where there is a gas service pipe to the cooker point, this should be capped off and a bayonet fitting provided.	
Cooker point to be located within a safe zone in the kitchen area. Where this is not the case, kitchen units to be rearranged in order to provide a safe position for the cooker.	
Fuse spurs for electric cooker and plug sockets for washing machine/dishwasher/any other major installation to be checked in electric tests and installed if necessary	
Light fittings to be IP60 standard	
Extractor fan to be checked in electric test	

Item	Checked/notes
Any damaged or scratched worktops to be renewed	
Plumbing installation to be free from leaks	
Plug and chain to sink unit to be supplied and fitted if required	
All worktops and sink units to be sealed with silicon sealer if required	
All ceramic tiles to be in sound condition, secured and grouted	
Any areas of mould to be washed down and, if necessary, surfaces to be repainted with a mould resistant emulsion	
Waste-pipes and external gulleys to be clean, free from smell and disinfected	
Bathroom/WC	
Plumbing system to be free from leaks	
WC Seat to be replaced if needed	
Plug and chain to bath and wash hand basin, to be supplied and fitted if required	
Bath and any wash hand basin to be sealed with silicon mastic if required	
Bath, wash basin and WC to be provided. Any damaged sanitary fittings to be renewed (a shower may be installed in place of a bath in order to meet special needs, but a bath must be available in family accommodation).	
Non standard showers, shower-screens or other non-standard items to be removed unless in good condition and capable of being gifted to the incoming tenant	
Light fittings to be IP60 standard	
Any areas of mould growth to be washed down and treated and any painted surfaces to be redecorated with mould resistant emulsion	
All ceramic tiles to be in sound condition, secured and grouted	
Bath panels and any other bathroom fittings, for example mirrors, to be clean and free from dirt, grease, stains and finger-marks	

Item	Checked/notes
Airing and other cupboards (where applicable)	
Plumbing installation to be free from leaks	
Jacket to hot water cylinder (if any) to be of appropriate thickness. Insulation to be fitted to all pipelines, except short lengths adjacent to emitters	
Airing cupboards to be clean and free from dirt and cobwebs	
Stairs etc	
Handrails, shelves, banisters, fire-places and built-in storage cupboards to be clean and free from dirt, dust and grease	
Treads and risers to be in sound condition. Banisters and handrails to be secured and in good condition.	
Heating and hot water system	
Supply of hot water to be available to all baths, wash hand basins and sink units	
Heating system to be tested and balanced	
Where whole house heating system not installed, there must be a heating appliance within the lounge of sound condition and in good working order	
External	
All rubbish to be removed from gardens and yard areas. Costs to be recharged to outgoing tenant.	
Gutters and downpipes to be free from leaks and secure	
Any slipped or broken slates to be re-fixed or replaced together with any defective roofing felt where necessary	
All lead flashing to be secure and pinned back	
All gates to open and close correctly and furniture to be in sound condition. Gates to enclosed garden areas to be lockable and keys to be available.	
All drains to be clean and gully grids to be in position	

Item	Checked/notes
Air bricks to be clear and, where the property has a ground floor, damp proof course to be free from bridging or pooling of water	
Paths and areas of hard-standing to be in sound condition with no tripping hazards	
Outbuildings, including sheds, to be removed unless they are in sound condition and capable of being gifted to the incoming tenant	
Garden ponds to be filled in unless gifted to the incoming tenant	
Any line posts or rotary dryers to be safe and if not safe, removed. Line posts or rotary dryers in communal areas to be safe and serviceable.	
Fences to be in good condition, secure and treated if necessary	
Communal areas (where applicable)	
Letterboxes to be secure and any locks to be in working order with keys available	
Communal doors to operate correctly	
Door entry systems to function correctly where fitted	
Check that a current fire safety inspection has been carried out	
Check that there are no inappropriate items stored in communal hallways	