**INSPECTION Checklist:**

* Introduce ourselves – Show ID badge and make the tenant feel comfortable with your presence.
* Let the tenants know that we will need to look in each room and may need to open and check inside some cupboards.
* Optional but beneficial- If the LL is present, Ask the LL if you could have a moment with the tenant to go through some details. This is a great opportunity to ask the tenant if there are any issues with the property ie. Temperature. Make the tenant comfortable and reassure that you are there to ensure that the tenant is living in a Decent and Safe Home.
* Inspection - Remember to take a picture of the front of the house and front garden if applicable.
* Ask how many people live there and if they are related – is the property a HMO

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| **EXTERNAL:** **General property standard** |
| Access to the property is safe, well-lit and easily accessible |
| There are no visible signs of structural damage (cracks in brick work/missing roof tiles) |
| There are no visible trip hazards to the approach of the property |
| Drains and guttering are not blocked or damaged and where appropriate have drain covers |
| External garden – fire escape routes are easily accessible and free from obstructions. |
| There are no signs of damp or condensation |
| The front and rear external doors and windows are well fitted, secure, weatherproof, free from rot and are fit for purpose |
| The external doors have either a five-lever mortice lock or a cylinder lock and a mortice/deadlock with thumb turn or is a secure by design door |
| In shared properties the communal entrance is clean, well lit, well maintained and secure? |
| Outbuildings, are they accessible to tenants, are they safe and secure and free from hazards. |

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| **Internal: General structure standard**  **Has the landlord provided any fixtures and fittings?** |
| There are no visible signs of structural damage to Internal Walls / Ceilings / Floors (i.e. Cracks falling ceiling fabric or holes in floors or walls) |
| Plaster is sound, unbroken and there is no movement when examined. |
| The hot water and / or space heating systems are operational in all areas |
| There is no signs of damp, mould, condensation, flooding or water penetration (including plumbing leaks) |
| Electrical installation are securely fitted, not cracked, damaged, exposed or clamped installation. |
| Gas and electric meters are easily accessible without using a chair or step ladder and housed in a cupboard with a child proof lock. Make a note of location and standard (take photo). |
| All windows 1st Floor or above are fitted with restrictors or equivalent Ground floor may need restrictors for security. |
| All windows open to an appropriate depth for ventilation (1/20 of the room area) |
| The smoke alarm is securely mounted and is in full working order, at least one smoke alarm on each floor, are they inter linked. |
| There is a carbon monoxide detector fitted in all rooms where there is **any** type of fixed combustions appliance, except cooker this includes central heating boilers, open fires. |
| All Internal doors are hung appropriately, handles and hinges are in place and fit for purpose. Take photos of the door and handle area if unsure. |
| The decoration is not chipped, flaking, damaged, marked or worn and is secure to the walls, ceiling and skirting boards. |
| Shared properties: the communal areas clean, appropriately furnished and in a good state of repair? |
| Property has been secured to prevent vermin infestation (no holes in outside walls, carpets are fitted up to skirting boards) |
| Is there an escape window on the 1st floor, is it adequate and the ground below is free from obstructions. |

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| **Hall, stairs and landing size:** |
| There is adequate lighting to illuminate the area sufficiently |
| The floor covering is suitable for the area and securely fitted with no trip hazards |
| Stairs have a two way light switch situated at the bottom of the stairs |
| Handrails run the length of the stairs (this includes spiral stairs and stairs with winders at either top or bottom and are secure. |
| The steps are sturdy and evenly placed (tread and risers – check height and width of these – photograph if necessary) |
| Smoke alarm present? |
| Mould/damp? |

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| **Living room (1) size:**  **Has the landlord provided any fixtures and fittings?** |
| There is adequate lighting to illuminate the area sufficiently |
| The floor covering is suitable for the area and securely fitted with no trip hazards |
| There is adequate soft seating for the occupants |
| The furniture is a good state of repair and fit for purpose |
| There is adequate sockets? Mark if double/single (example 4 x double, 1 x single) TEST A SOCKET on the ground floor |
| Smoke alarm present? |
| Mould/damp? |
| Check window – does it open? Is it an MoE window? Take a photo. |
| Fire place – has it been blocked off? Is it gas/electric/calor gas? Does it work? Can they turn it on? If gas, has the pipe been capped off? If it is an open fire – take a photo up the chimney. |

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| **Living room (2) size:**  **Has the landlord provided any fixtures and fittings?** |
| There is adequate lighting to illuminate the area sufficiently |
| The floor covering is suitable for the area and securely fitted with no trip hazards |
| There is adequate soft seating for the occupants |
| The furniture is a good state of repair and fit for purpose |
| There is adequate sockets? Mark if double/single (example 4 x double, 1 x single) |
| Smoke alarm present? |
| Mould/damp? |
| Check window – does it open? Is it an MoE window? Take a photo. |

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| **Kitchen room size:**  **Has the landlord provided any fixtures and fittings?** |
| Is the access to the kitchen free from Trip hazards? |
| There is adequate lighting to illuminate the area sufficiently |
| The floor covering is suitable for the area and securely fitted with no trip or slip hazards |
| Sink, worktops, cupboards, are fit for purpose which includes no cracks, stains or leaks and carries out its intended function (check cupboard under sink and take photo). |
| Backboards, splash backs, tiling and sealants are free from mould, secure and fit for its intended purpose |
| The cooker is installed correctly (see gas or electrical certificates), in full working order |
| There is mechanical extract ventilation system (is it sufficient does it vent internally or externally?). Can test using a piece of tissue. |
| Are any electrical equipment provided by the landlord PAT Tested? |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) TEST A SOCKET in the kitchen |
| Heat detector present? |
| Mould/damp? |
| Check window – does it open? Take a photo. |

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| **Bathroom size:** |
| There is adequate lighting to illuminate the area sufficiently |
| The floor covering is suitable for the area and securely fitted with no trip or slip hazards |
| Wash/Hand basin, WC, Bath / Shower, etc. are securely fitted and fit for the intended purpose which includes no cracks, stains or leaks |
| All wall coverings are secure, clean and fit for purpose |
| The shower curtain/door is sufficient to prevent water damage to the floor and is in good order. |
| Sealants are free from mould, show no signs of deterioration and fit for purpose |
| There is adequate ventilation to prevent condensation |
| If there is a lock on the door it is a child proof lock (essential in shared accommodation) |
| Mould/damp? |
| Check window – does it open? Is it an MoE window? Restrictor? Take a photo. |

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| **Bedroom 1 size and location:** |
| There is adequate lighting to illuminate the area sufficiently |
| There is floor covering suitable for the area with no trip hazards |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) TEST A SOCKET upstairs |
| All windows 1st Floor or above are fitted with restrictors or equivalent Is it a MoE window? |
| Smoke alarm present? |
| Are there sufficient sockets Are there extension cables being used? |
| Mould and Damp? |

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| **Bedroom 2 size and location:** |
| There is adequate lighting to illuminate the area sufficiently |
| There is floor covering suitable for the area with no trip hazards |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) |
| All windows 1st Floor or above are fitted with restrictors or equivalent. Is it an MoE window? |
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| Mould/damp? |

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| **Bedroom 3 size and location:** |
| There is adequate lighting to illuminate the area sufficiently |
| There is floor covering suitable for the area with no trip hazards |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) |
| All windows 1st Floor or above are fitted with restrictors or equivalent. Is it an MoE window? |
| Mould/damp? |
| Are there sufficient sockets Are there extension cables being used? |

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| **Bedroom 4 size and location:** |
| There is adequate lighting to illuminate the area sufficiently |
| There is floor covering suitable for the area with no trip hazards |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) |
| All windows 1st Floor or above are fitted with restrictors or equivalent. Is it an MoE window? |
| Mould/damp? |
| Are there sufficient sockets Are there extension cables being used? |

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| **Bedroom 5 size and location:** |
| There is adequate lighting to illuminate the area sufficiently |
| There is floor covering suitable for the area with no trip hazards |
| There is an adequate amount sockets? Mark as double/single (example 4 x double, 1 x single) |
| All windows 1st Floor or above are fitted with restrictors or equivalent. Is it an MoE window? |
| Are there sufficient sockets Are there extension cables being used? |
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| **Additional areas not covered as standard in the report:** |
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