

***our lettings standard checklist***

**This is a checklist of the minimum standard you can expect when you move in.**

## Safe and secure

- Front and back door locks (or cylinders) are changed and we provide two sets of keys. We will not change the locks to garages or outbuildings/sheds, but we ensure that one set of keys is given to you.

### Inside

- All door and window handles/catches work, and open and close easily.
- We replace all cracked or broken glazing to doors and windows.
- We check any fire and/or smoke detectors and make sure they are working correctly. We fit hard wired smoke detectors if these are not already supplied.
- The electricity and gas supplies are tested and any repairs fully completed before you move in. We leave a gas certificate to show that work has been done.

### Outside

- Back gardens are safe, secure and free from hazards.
- External paths, paving and driveways are free from any hazards.
- Fencing to front and back gardens is checked. All gates have working latches and, where fitted, locks or bolts work properly.

## In good working order

### Decorations

- Walls and ceilings will be clean, free from major cracks, holes and blemishes. Plaster and wallpaper will be in sound condition. The home will be prepared ready for decoration.
- Decorating packs will be issued to help you with decorating.
- The outside is usually decorated on a 5 year cycle.

## **Kitchens**

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- All existing kitchen units are sound and useable
- We replace worktops if they are damaged and/or present a possible health hazard.
- All doors and drawer units work properly.
- Vinyl flooring is securely fixed and free from tears.
- Any broken or cracked tiles are replaced with matching tiles where possible. Grout/sealants are clean and complete.

## **The heating system**

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- The heating system is checked to ensure that it is working effectively.
- All gas heating systems and appliances are serviced every year. A copy of the service certificate is left with you.

## **Bathrooms and toilets**

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- We thoroughly clean the toilet, bath and sink and ensure that they are left in a hygienic condition.
- We replace any of them if they are cracked, chipped or excessively stained.
- All plug holes are supplied with plug and chain.
- We renew the sealant around the bath.
- Any broken or cracked tiles are replaced. Grout/sealants are clean and complete.
- We ensure that all bathrooms/toilets have suitable vinyl flooring or tiles.

## **Plumbing**

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- All taps, pipes, valves and radiators are free from drips or leaks.
- The mains water isolation tap is accessible.

## Clean and tidy

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- The inside and outside of the house, including the attic space and any storage areas, are clear of any rubbish.
- The home is given a thorough clean to ensure that it is free from grease and grime – particular attention is given to kitchens and bathrooms.
- The gardens to the front and back are left clean and tidy.

## Ready to move into straight away

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- We show you where the stop taps and electricity/water meters are located. We agree the initial meter reading with you.
- We provide a list of any work to be completed, details of the contractor and agree a date(s) when the outstanding work will be completed to reduce any inconvenience to you.

## Get in touch

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